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SwissPRTR User Manual

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1 What is SwissPRTR?

The SwissPRTR platform (www.prtr.ch) was created to collect data on pollutant releases (emissions) and transfers by Swiss facilities. The platform was built in response to the Ordinance on the Register relating to Pollutant Release and the Transfer of Waste and of Pollutants in Waste water setting up the Pollutant Release and Transfer Register (PRTR); the same regulation sets forth criteria for release reporting.

The platform is operated by the Swiss Federal Office for the Environment (FOEN), which makes it available to the cantons and to facilities for decentralised data collection.

Releases and transfers recorded by facilities are validated by the cantons in whose jurisdiction they take place and also by the FOEN, then transmitted to the EU.

For further information on SwissPRTR, click on the **Documentation** button on the homepage of the PRTR platform.

2 Overview of the Software Platform

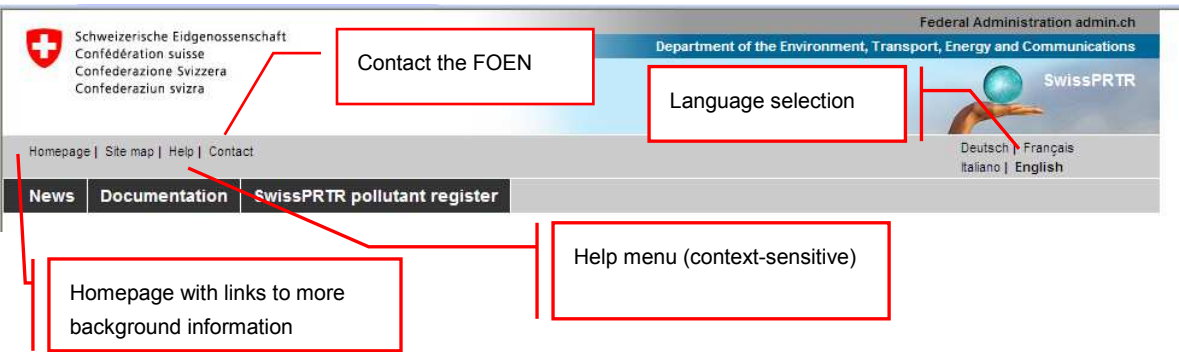
The PRTR platform is structured as follows:

The screenshot shows the SwissPRTR homepage in a Windows Internet Explorer browser. The page features a navigation menu with links for 'News', 'Documentation', and 'SwissPRTR pollutant register'. The main content area includes a 'Welcome' message and a 'Login' form. A red box highlights the 'Documentation' link in the menu, and another red box highlights the 'Login' button and links in the form.

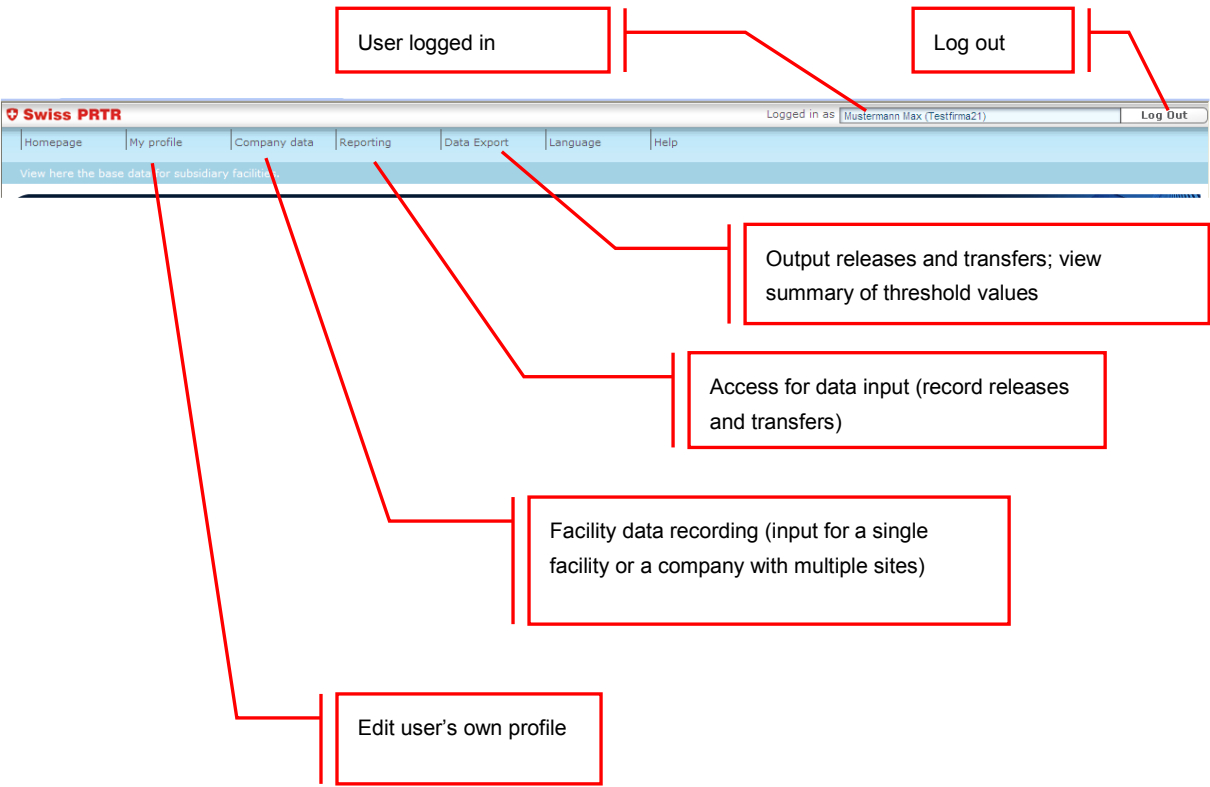
SwissPRTR homepage (**Homepage menu**); detailed information on the PRTR Regulation can be found by clicking on **Documentation**.

Log in, and register a new facility or change your password


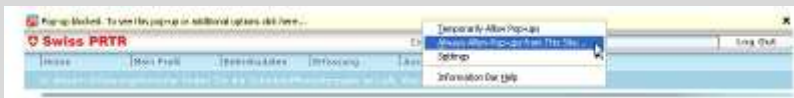
You can use the following functions without being logged in as a user:



To use the functions below, you must be logged in as a user:



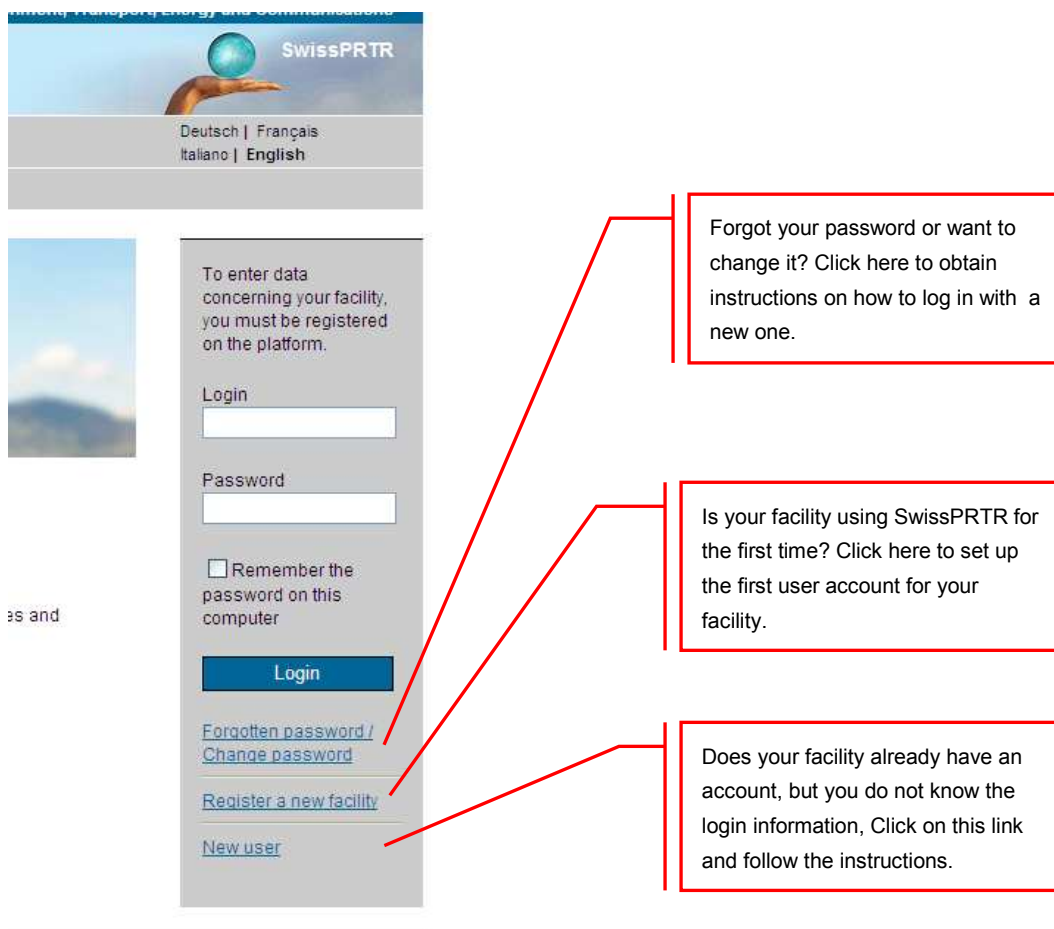
3 System Requirements and General Instructions for Use

Browsers supported	<p>The platform is optimised for use with:</p> <ul style="list-style-type: none"> ■ Internet Explorer, Version 5.0 or later <p>Use is possible, but suboptimal, with:</p> <ul style="list-style-type: none"> ■ Mozilla Firefox ■ Safari
Pop-Up Windows	<p>Pop-up windows must be enabled in order to use all the functions of the SwissPRTR platform.</p> <p>If a pop-up window does not appear when you click on a menu item, the following message will appear in a bar at the top of the screen:</p>  <p>Right-click on this window and select Always allow pop-ups from this site.</p> 
Saving Data	<p>All input must be actively saved by the user. If you close a window without saving, data will be lost.</p>
Items marked with *	<p>Items marked with an asterisk * are mandatory. Data in the current window cannot be saved unless these are filled in.</p>
Automatic Timeout	<p>For security reasons, you will be automatically disconnected from the platform if you do not input any data for 20 minutes. Unsaved data will be lost.</p>

4 Logging In on the PRTR Platform

4.1 Logging In with Existing Password

To log in on the platform, please type your facility name and password on the SwissPRTR Homepage:



The screenshot shows the SwissPRTR login interface. At the top, there is a header with the SwissPRTR logo and language options: Deutsch | Français | Italiano | English. Below the header, there is a login form with the following elements:

- A message: "To enter data concerning your facility, you must be registered on the platform."
- A "Login" label above a text input field.
- A "Password" label above a text input field.
- A checkbox labeled "Remember the password on this computer".
- A blue "Login" button.
- Four links: "Forgotten password / Change password", "Register a new facility", and "New user".

Three red callout boxes provide additional information:

- Box 1 (pointing to "Forgotten password / Change password"): "Forgot your password or want to change it? Click here to obtain instructions on how to log in with a new one."
- Box 2 (pointing to "Register a new facility"): "Is your facility using SwissPRTR for the first time? Click here to set up the first user account for your facility."
- Box 3 (pointing to "New user"): "Does your facility already have an account, but you do not know the login information, Click on this link and follow the instructions."

To avoid having to type your login information again if you close the browser window during a visit on the platform, you can have your PC save it by activating the option **Remember the password on this computer**. As long as you do not log out, the password will be saved. Be aware, however, that anyone else using your computer can also visit the platform using your access information and can view your data.

Security requires that passwords be changed regularly. If a password change is due, you will automatically be asked to do so when you log in (see figure in Section 4.3 "Forgot Your Password?").

4.2 Logging A Facility In on the SwissPRTR Platform for the First Time; Creating a New User Account

If you are logging in on the SwissPRTR platform for the first time, you can set up a user account for your facility by clicking on the **Register a new facility** link. Type in the information requested and click **OK** to confirm.

Deutsch | Français
Italiano | English

SwissPRTR pollutant register

Homepage > Register a new facility

Register a new facility

Enter your personal details here, and the information concerning the facility which you wish to register. The fields marked * are mandatory.

User data

Language* ☐ Français ☐ Deutsch ☐ Italiano ☒ English

User name*

Title First name Last name * Mrs

Telephone

Mobile

Fax

Email*

Facility data

BUR number

Facility name*

Additional name

Address*

Additional address

Canton ZIP Town * AG

Ok Cancel

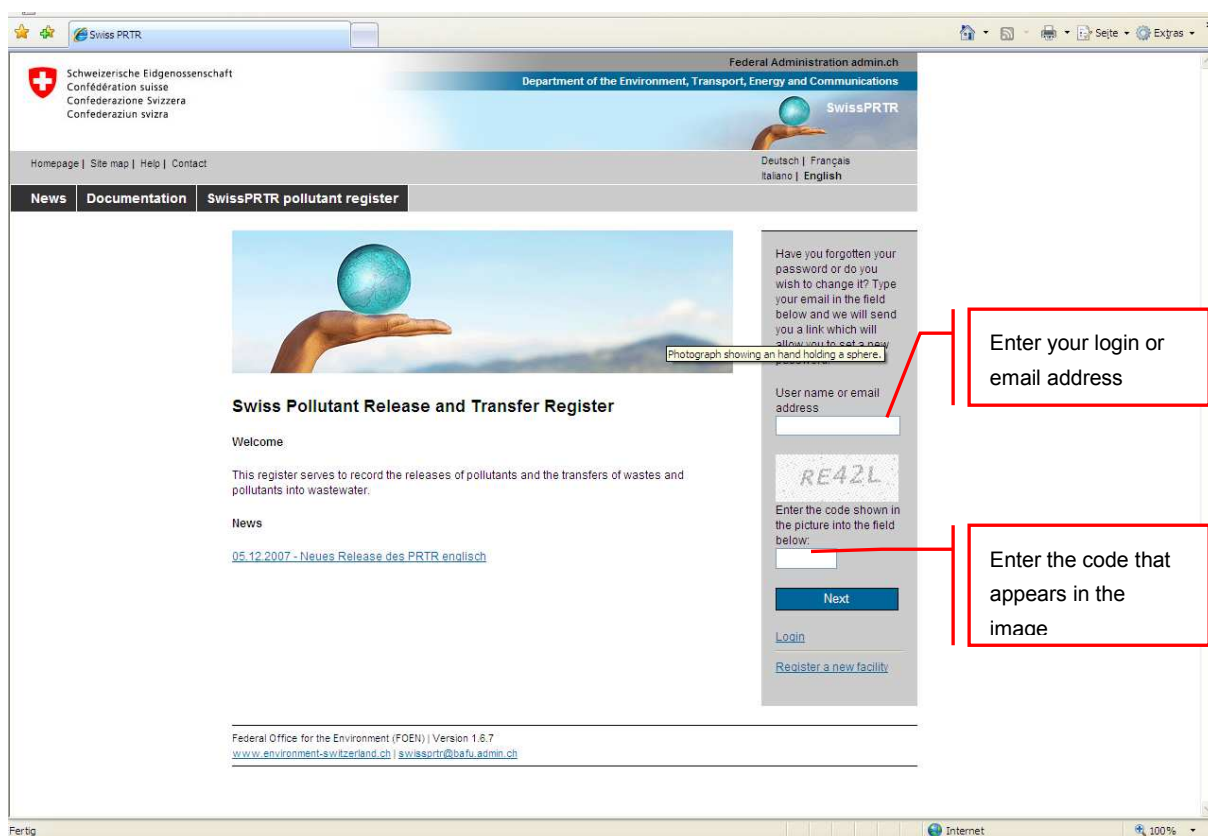
Note: Once you have typed in and saved all information, you will receive your user name and password by mail from the FOEN.

If the name or address of the facility subject to the reporting obligation is different from those of the owner, you must first create a user account for the facility. Then you can enter the name and address of the owner with the information about the facility (procedure as per Section 5).

4.3 Forgot Your Password?

If you have forgotten your password, click on **Forgotten password/Change password..** In the next window, enter your user name or email address in the corresponding field, followed by the code that appears in the image, and confirm your request by clicking on **Next**. You will then receive an email. Follow the instructions in the email to change your password.

If the validity of your password has been revoked for security reasons, you will also be automatically redirected to the "Reset the password" ("Password zurücksetzen") page when you log in.



4.4 Changing the Password

If you wish to change your password, proceed as above. Click on **Forgotten password/Change password**, and enter the required information. When you click **Next**, you will receive an email with the instructions on how to change your password.

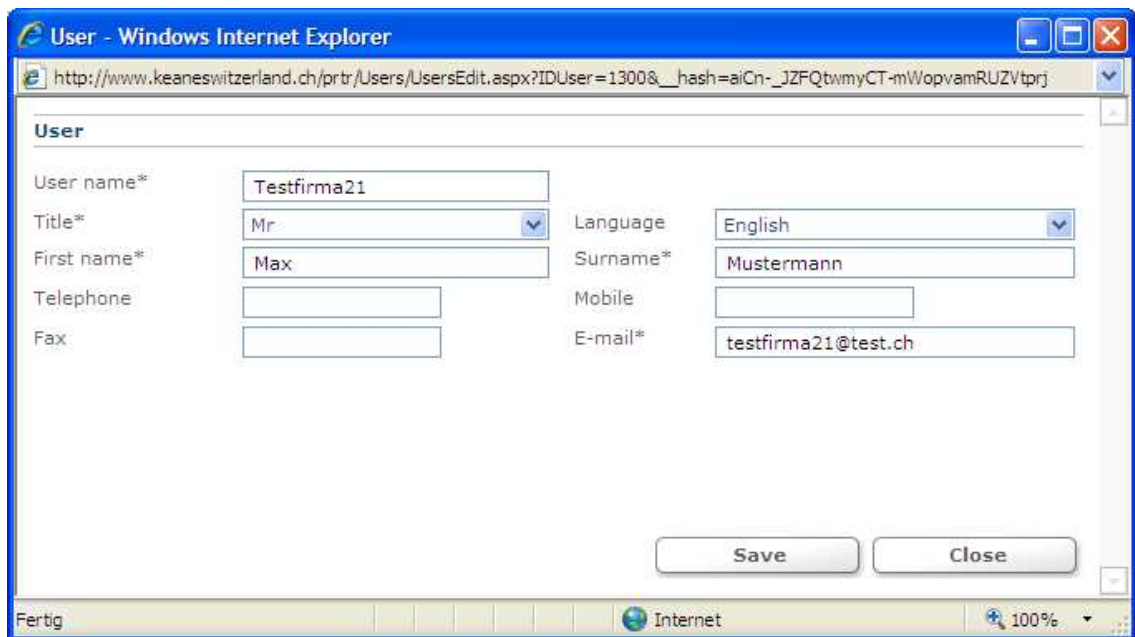
4.5 New User

Administrators can create new users for facilities that have already been registered. The procedure is described in Section 6.1.

If the access data of previous users is no longer known, please contact the FOEN (swissprtr@bafu.admin.ch; Christoph Moor 031 322 93 84).

4.6 My Profile

Once logged in on the platform, click on **My profile** to edit your personal settings (language, telephone number, etc.):



The screenshot shows a web browser window titled "User - Windows Internet Explorer". The address bar displays the URL: http://www.keaneswitzerland.ch/prtr/Users/UsersEdit.aspx?IDUser=1300&__hash=aiCn-__JZFQtwmyCT-mWopvamRUZVtprj. The page content is titled "User" and contains a form for editing user information. The form fields are arranged in two columns. The left column includes "User name*" (Testfirma21), "Title*" (Mr), "First name*" (Max), "Telephone", and "Fax". The right column includes "Language" (English), "Surname*" (Mustermann), "Mobile", and "E-mail*" (testfirma21@test.ch). At the bottom right of the form are "Save" and "Close" buttons. The browser's status bar at the bottom shows "Fertig", "Internet", and a zoom level of "100%".

User name*	Testfirma21		
Title*	Mr	Language	English
First name*	Max	Surname*	Mustermann
Telephone		Mobile	
Fax		E-mail*	testfirma21@test.ch

Save Close

5 Facility Registration and Definition of Base Data

5.1 Principles

The SwissPRTR platform offers the user the following options for managing facilities and sites:

- **Registration of a Single Facility:** If the facility is independent or if, though it belongs to a larger organisation, every single facility enters the information itself. The name and address of the owner may be different from that of the facility and must be indicated.
- **Registration of a Parent company (e.g. Holding Company or Association) with Several Subsidiaries/Sites:** If an organisation has more than one site in Switzerland and the data is to be entered by the parent company (centralised reporting) or if an association enters the data for its members. The owners of the single subsidiary facilities may all be different.

Notes:

Art. 2 of the SwissPRTR Ordinance defines a facility as one or more installations in close proximity to each other that are operated by the same owner or operator as a single operational unit.

The owner or an association may report for one or more facilities by registering as a parent company (e.g. holding company) with subsidiary facilities. This input option is a simplification for organisations in which one person coordinates the data for all sites/members. The reporting is always site-specific.

It is not mandatory to enter releases or transfers for the parent organization site (for example if it is a holding company with no production in-house). The obligation to report (for the parent company and subsidiary facilities) shall be determined case by case for each site.

Subsidiary facilities of a parent company can be deactivated by selecting the appropriate checkbox (for example if a facility has now been closed or relocated). If the system contains data entered in previous years, these data remain stored.

Notes:

Only one parent company can be registered by one user account (personal log-in).

It is not possible for one user, using a single user name, to register multiple parent companies or claim different roles in multiple parent companies (see also Section 6).

5.2 Registration of a Facility

Use the following procedure if you want to register a single facility or a parent company with multiple sites (such as a holding company with several branches) on the platform:

- Log in on the SwissPRTR platform.
- In the **Company data** menu, click on the **Edit** button, then enter the base data for the facility or the parent company:

Swiss PRTR Logged in as: Mustermann Max (Testfirma21)

Homepage | My profile | **Company data** | Reporting | Data Export | Language | Help

View here the registered base data for your facility.

Company base data

View here the base data for the registered **facility**. At the moment no further **facility (site)** is registered.

Company base data	
Name	Testfirma21
BUR number	Additional name
Identification number of the company (UID)	Building number (EGID)
Address	Number of legal unit (CH-ID)
Location	Industriestrasse 21
Canton	3000 Bern
	BE
Data entered by an association	No

Contact person

Last name	Mustermann
First name	Max
Telephone	
Fax	
E-mail	testfirma21@test.ch

Owner

Name	InhaberIn21
Address	Industriestrasse21a
Location	3000 Bern

Edit

Further subsidiary facilities (sites).

At the moment no further facility (location) is registered. Click the "Enter" button to register a further facility and/or site.

Add

Version 1.6.7 FOEN - Federal Office for the Environment www.umwelt-schweiz.ch swissprtr@bafu.admin.ch

Fertig Internet

- Enter the base data requested for the facility and its owner:

Swiss PRTR Logged in as Mustermann Max (Testfirma21)

Homepage | My profile | Company data | Reporting | Data Export | Language | Help

View here the facility and/or parent facility data.

Company data (head office)

Register here the base data of your company / parent company. You may also enter or modify authorised users. The fields marked with a star * are mandatory.

[Here](#) you will find an [Online-Tool](#), which will provide the coordinates of a [site](#) on the basis of an address.

Company base data

Canton* BE

Facility name* Testfirma21

Address* Industriestrasse 21

ZIP* 3000

Town* Bern

Longitude (east)* 600000

Identification number of the company (UID)

Building number (EGID)

☒ The parent company is not subject to notification.

Owner

Owner designation* InhaberIn21

Owner address 1* Industriestrasse 21a

Owner ZIP* 3000

Owner address 2

Owner town*

Additional name

Additional address

BLR number

Water catchment area

Latitude (north)*

Number of legal units

Units occur in the subsidiary

Enter basic data on the facility along with its coordinates.

Check this "Principal site not subject to reporting" box if data entry is handled at the site level and the parent company does not operate any facilities subject to reporting.

Enter basic data on the owner.

- Click on the **Save** button to save the data you have entered and open a new form window, **Information about the facility**.
- Now enter information about the facility, such as **Principal activity**, **NOGA Code** and **Other activities** if any. Note that this information is year-linked; for example, you can record a different principal activity at your facility for the next year.
- Click on **Save** to save the data you have entered. Click on **Back** to return to the main overview.

Swiss PRTR Logged in as Bianco Gabriela (Testfirma20) Log Out

Homepage | My profile | Company data | Reporting | Data Export | Language | Help

View here the facility and/or parent facility data.

Company data (head office)

Register here the base data of your company / parent company. You may also enter or modify authorised users. The fields marked with a star * are mandatory.

[Here](#) you will find an [Online-Tool](#), which will provide the coordinates of a [site](#) on the basis of an address.

☐ The parent company is not subject to notification, since the production and therefore the pollutant releases occur in the subsidiary facilities (sites).

Data entered by an association? ☐

Owner

Owner designation* InhaberIn20

Owner address 1* Industriestrasse 20a

Owner ZIP* 3000

Owner address 2

Owner town*

Information concerning facility in 2008 The reporting form can be edited up to 01.12.2009

Main activity / main installation* Search

NOGA Code* Search

Remarks (will not be published)

Other activities / installations Add

Save Back

Select the principal activity of your facility from this menu.

A search window displays possible NOGA codes corresponding to the selected principal activity.

Define further activities of your facility.

Caution: Information on the principal activity/principal installation and NOGA code must be re-entered every year.

Note: In the **NOGA codes** menu you can select a blanket code (**0000 Other sectors**) if the NOGA codes listed do not apply to your facility.

Note: If the identification number of the company (UID), building number (EGID) and the number of legal unit (CH-ID) are not known, they will be completed by the FOEN.

5.3 Registration of a Facility with Subsidiary Facilities

- After registering a facility, you can add any number of subsidiary facilities/sites. To do this, click on the **Add** button in the lower part of the screen and enter the applicable facility data.
- You must indicate the owner for each facility. The owner of the parent company is proposed by default and can be selected by clicking on the appropriate box.

Swiss PRTR Logged in as Muster Fränzi (test vertraulich) Log Out

Home My profile Company data Reporting Data Export Language System management Help

View here the registered base data for your facility.

Company base data

View here the base data for the registered facility. At the moment no further facilities are registered.

Company base data

Name Testbetrieb V
BUR number
Address Meiliweg 1
Location 3000 Bern
Canton BE

Contact person

Last name Muster
First name Fränzi
Telephone
Fax
E-mail test13@test.ch

Edit

Further subsidiary facilities (sites).

At the moment no further facility (location) is registered. Click the "Add" button to register a further facility and/or site.

Add

Swiss PRTR Logged in as Mustermann Max (Testfirma21) Log Out

Homepage My profile Company data Reporting Data Export Language Help

View here the base data for your subsidiary facilities.

Further subsidiary facilities (locations)

Register here the base data of your company / site. You may also enter or modify authorised users. The fields marked with a star* are mandatory.

Here you will find an [Online-Tool](#), which will provide the coordinates of a site on the basis of an address.

Site facility data

Canton* AG
Facility name* Testfirma21-a Additional name
Address* Industriestrasse21a Additional address
ZIP* 3000 BUR number
Town* Bern River catchment area
Longitude (east)* 600000 Latitude (north)* 200000
Number of legal unit (CH-ID)

☒ This site is no longer active

Owner

☒ Owner is the same as the owner of the parent company

Information concerning facility in 2008 The reporting form can be edited up to 01.12.2009

Main activity / main installation* Search

NOGA Code* Search You must specify the main activity / installation before you can change the NOGA code

Remarks (will not be published)

Version 1.6.7 FOEN - Federal Office for the Environment www.umwelt-schweiz.ch swissprtr@bfu.admin.ch

Fertig

Internet 100%

Caution: Deactivating the site leads to a **loss of the data entered** if the facility is in its first reporting year.

5.4 Centralised Data Entry by an Association

If data is to be entered by an association, the association must first register as a parent company (Section 5.2). Then, the individual facilities should be registered as subsidiaries (Section 5.3). By clicking on the “**Data entered by an association?**” box, the “owner” of the association will not be used for the subsidiaries. Their owners must be entered separately.

Swiss PRTR

Homepage | My profile | Company data | Reporting | Data Export | Language

View here the facility and/or parent facility data.

Company data (head office)

Register here the base data of your company / parent company. You may also enter or modify authorised users. [Here](#) you will find an [Online-Tool](#), which will provide the coordinates of a [site](#) on the basis of an address.

Company base data

Canton*

Facility name*

Address*

ZIP*

Town*

Longitude (east)*

Identification number of the company (UID)

Building number (EGID)

☒ The parent company is not subject to notification, since the production and therefore the pollutant release

Data entered by an association? ☒

Owner

Owner designation*

Owner address 1*

Owner ZIP*

..

Check this box if the data will be entered by an association. .

5.5 Data Entry for Multiple Parent Companies

To enter data for another parent company, you must create a new user account. Only one parent company can be registered per user account.


6 Creation of New Users; Definition of Roles; User Account Administration

6.1 User Account Administration; Designation of Sites

In the **Company data** menu, select **Users** to create new users, manage their data and reset their passwords as appropriate.

- When you click on **New entry**, a pop-up window opens:

The screenshot shows the 'User management' section of the Swiss PRTR application. It features a table with columns for 'User name', 'Name', and 'Language'. A 'New entry' button is located below the table. Below this, a separate window titled 'User - Windows Internet Explorer' displays the 'User' form. The form contains the following fields: 'User name*', 'Title*' (with a dropdown menu showing 'Mr'), 'First name*', 'Telephone', 'Fax', 'Language' (with a dropdown menu showing 'English'), 'Surname*', 'Mobile', and 'E-mail*'. At the bottom of the form are 'Save' and 'Close' buttons.

- Enter the requested information and confirm by clicking on the **Save** button.
- The new user will receive an e-mail with the instructions how to activate the new user account.
- After successfully logging in, from the **Company Data** menu you click on the **Edit** button (for parent companies) or the processing symbol  (for sites). The base data entry form appears. A list showing all users created to date appears in the lower part of the screen (blue shading).

Benutzer					
Anrede	Name	Vorname	Telefon	E-Mail	Rolle
Herr	Beier	Carsten		carsten.beier@teamtime.biz	<input checked="" type="checkbox"/> Hauptbenutzer <input type="checkbox"/> Bearbeiter <input type="checkbox"/> Kontaktperson
Herr	Meier	Chiara		chiara.meier@gmail.com	<input checked="" type="checkbox"/> Hauptbenutzer <input type="checkbox"/> Bearbeiter <input type="checkbox"/> Kontaktperson
Herr	Meier	Paolo		paolo.meier@muster.ch	<input type="checkbox"/> Hauptbenutzer <input type="checkbox"/> Bearbeiter <input type="checkbox"/> Kontaktperson

3 Einträge | Seite 1 von 1

Activate the user's role and designate the contact person for the facility.

Please keep the following points in mind:

- You can assign an existing user to the parent company or a site by allocating a **Role** to the user:
 - **Administrator:** This role includes authorisation to edit the base data for the facility, add other users, and enter or edit data on releases and transfers for the parent company and its sites or for the site to which this administrator is assigned.
 - **Operator:** This role includes authorisation to view (but **not** modify) base data (facility and users) for the parent company or for sites for which rights have been granted. For these sites, the operator can enter and edit data on releases and transfers.
 - **Contact person:** This user receives communications sent by the responsible staff at the FOEN.

Note: For a second user to be able to input data on a facility, he must be granted at least **Operator** rights. Without it, the user will not be able to see the input masks.

6.2 Definition of User Roles: One Facility

If you are concerned with just one facility and there is no possibility of further subsidiary facilities (sites), you can allocate the following user roles with the access rights listed:

Administrator for the parent company	Operator for the parent company
Edit parent company/owner; view all parent company data	View base data for parent company
Enter and edit data for further sites	—
<ul style="list-style-type: none"> • Create • Add • Delete further users	—
Enter data on releases and transfers for parent company and subsidiary facilities	Enter data on releases and transfers for the parent company

6.3 Definition of User Roles with One Parent Company and Further Subsidiary Facilities (Sites)

Naturally, one staff member can be assigned to several facilities, with different access rights for each. The table below summarises the possible combinations of user roles and access rights:

Administrator of parent company	Administrator of subsidiary facility	Operator of parent company	Operator of parent company and administrator of subsidiary	Operator of subsidiary facility
Edit parent company/owner; view all data for parent company and subsidiaries	—	View base data for parent company, not for subsidiaries	View base data for parent company	—
Enter and edit data for further subsidiaries	Edit own facility	—	View and edit assigned subsidiary	View base data for facility
<ul style="list-style-type: none"> • Create • Add • Delete users for all facilities	<ul style="list-style-type: none"> • Create • Add • Delete further users for own facility	—	<ul style="list-style-type: none"> • Create • Add • Delete further users for own subsidiary	—
Enter release/transfer data for parent company and all subsidiaries	Enter release/transfer data for own facility	Enter release/transfer data for parent company	Enter release/transfer data for all facilities, incl. parent company	Enter release/transfer data for own facility

7 Annual Reporting of Releases and Transfers

7.1 Step 1: Entering the Principal Activity and the NOGA Code

The principal activity and the NOGA Code of every facility must be confirmed or adjusted every year since changes can occur from year to year. For that purpose, when the **administrator** initially logs in, a special window will open in the new reporting year so that the administrator can choose to reuse or edit the data. Click on **Reuse** to reuse the same principal activity and NOGA Code. Click on **Edit** if you want to be transferred to the base data of the facility in the menu item **Company data**.

Swiss PRTR Logged in as: Karsten Karla (Testfirma10) Log Out

Homepage | My profile | Company data | Reporting | Data Export | Language | Help

Principal activity and NOGA Code for the current year

Welcome to the new SwissPRTR reporting year!

Before you start registering your data, you must specify the main activity and **NOGA** Code of your **facility**. Click on the Reuse button to confirm that the information given for the preceding year still applies. If no information was entered or changes are required, click on the Edit button.

Testfirma10	Main activity / main installation: 1 Energy industries 1.a Mineral oil and gas refineries
Industriestrasse 100 3000 Bern	NOGA Code: 201300 Manufacture of refined petroleum products

Reuse Edit

Reuse all

Click here to edit the principal activity and the NOGA Code.

Click here to reuse the principal activity and the NOGA Code from the previous year.

If several subsidiary facilities are registered, the specific principal activity and NOGA Code of each facility can be reused. When all subsidiary facilities have reported data in the previous year, you can click on the **Reuse all** button to reuse all of the data reported by all of these facilities.

Swiss PRTR Logged in as: Tolstoi Leo (Testfirma12) Log Out

Homepage | My profile | Company data | Reporting | Data Export | Language | Help

Principal activity and NOGA Code for the current year

Welcome to the new SwissPRTR reporting year!

Before you start registering your data, you must specify the main activity and **NOGA** Code of your **facility**. Click on the Reuse button to confirm that the information given for the preceding year still applies. If no information was entered or changes are required, click on the Edit button.

Testfirma12	Main activity / main installation: 6 Paper and wood production and processing 6.c Industrial plants for the protection of wood and wood products with chemicals with a production capacity of more than 50 m³ per day
Industriestrasse 999 3000 Bern	NOGA Code: 2010B Sawmilling and planing of wood; impregnation of wood

Reuse Edit

Testfirma12-1	Main activity / main installation: 6 Paper and wood production and processing 6.c Industrial plants for the protection of wood and wood products with chemicals with a production capacity of more than 50 m³ per day
Industriestrasse 12a 3000 Bern	NOGA Code: 2010B Sawmilling and planing of wood; impregnation of wood

Reuse Edit

Testfirma12-2	Main activity / main installation: 6 Paper and wood production and processing 6.b Industrial plants for the production of paper and board and other primary wood products (such as chipboard, fibreboard and plywood) with a production capacity of more than 20 t per day
Industriestrasse 12b 3000 Bern	NOGA Code: 2020A Manufacture of veneer sheets; manufacture of plywood, laminboard, particle board, fibre board and other panels and boards

Reuse Edit

Reuse all

Click here to reuse the principal activity and the NOGA Code of all facilities from the previous year.

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After clicking on **Edit**, the administrator can enter a new principal activity and a new NOGA Code in the **Company data** menu.

Swiss PRTR Logged in as: Bianco Gabriela (Testfirma20) Log Out

Homepage | My profile | Company data | Reporting | Data Export | Language | Help

View here the facility and/or parent facility data.

Company data (head office)

Register here the base data of your company / parent company. You may also enter or modify authorised users. The fields marked with a star (*) are mandatory. [Here](#) you will find an [Online-Tool](#), which will provide the coordinates of a [site](#) on the basis of an address.

☐ The parent company is not subject to notification, since the production and therefore the pollutant releases occur in the subsidiary facilities (sites).

Data entered by an association? ☐

Owner

Owner designation* InhaberIn20

Owner address 1* Industriestrasse 20a

Owner address 2

Owner ZIP* 3000

Owner town*

Information concerning facility in 2008 The reporting form can be edited up to 01.12.2009

Main activity / main installation* Search

NOGA Code* Search You must specify the main activity / installation before you can change the NOGA code

Remarks (will not be published)

Other activities / installations Add

Save Back

Annotations:

- Select the principal activity of your facility from this menu.
- A search window displays possible NOGA codes corresponding to the selected principal activity.
- Define further activities of your facility.

To change the principal activity and the NOGA Code at a later time, click on **Edit** (for the parent company) in the **Company data** menu or the edit symbol (for subsidiary facilities).

Swiss PRTR Logged in as: Mustermann Max (Testfirma21) Log Out

Homepage | My profile | Company data | Reporting | Data Export | Language | Help

View here the registered base data for your company/facility.

Company information

This table shows you the data registered for your **facility**. You may modify these data by clicking on the **Edit** button. You may also register subsidiary facilities.

Company base data

Name	Testfirma21	Additional name	
BUR number		Building number (EGID)	
Identification number of the company (UID)		Number of legal unit (CH-ID)	
Address	Industriestrasse 21		
Location	3000 Bern		
Canton	BE		
Data entered by an association	No		

Contact person

Last name	Mustermann
First name	Max
Telephone	
Fax	
E-mail	testfirma21@test.ch

Owner

Name	InhaberIn21
Address	Industriestrasse21a
Location	3000 Bern

Edit

Further subsidiary facilities (sites).

Facility	Location	Canton	User	Telephone
Testfirma21-a	3000 Bern	AG	Mustermann Max (Testfirma21)	

New entry

Annotations:

- Click here to process the parent company data.
- Click here to process subsidiary facility data.

After entering the principal activity, authorised users may enter transfers and releases by clicking on the menu item **Reporting**.

Caution: The reporting window for the reporting year remains inactive until the principal activity has been entered! The principal activity can only be entered by the administrator!

7.2 Step 2: Entering General Information

Before you can begin entering data, you must select the correct year from the menu:

Swiss PRTR

Homepage | My profile | Company data | Reporting | Data Export | Language | Help

Here you may report your releases and transfers.

Reporting of releases and transfers

Please first register the general information for each year, and then fill in the reporting forms. After completing the data input, the entire chronology of the reporting may be viewed by clicking on [View History](#).

The data entered may be exported at any time as a list in PDF format under [Data export - Releases / Transfers](#) and [Data export - Details of releases](#).

Reporting year: 2008 The reporting form can be edited up to 01.12.2009

Testfirma21 (3000 Bern)

Step 1 - General information
This information is not mandatory!
[Edit information](#)

YEAR | 2008

Click on **Edit information** to enter general (optional) information for your facility/site. Type the requested information in the pop-up window; you can indicate whether the quantities of pollutants and wastes for your facility are under the reportable levels. To check this point, compare your data with the document **List of pollutants with threshold values** (Annex 2 of the PRTR-V Ordinance). You can display this list by selecting the menu item **Data export** and then **Pollutants**.

Swiss PRTR

Logged in as: Mustermann Max (Testfirma21) | [Log Out](#)

Homepage | My profile | Company data | Reporting | Data Export | Language | Help

Here you may report your releases and transfers.

Reporting of releases and transfers

Please first register the general information for each year, and then fill in the reporting forms. After completing the data input, select the button **Submit for validation**. The status of the **validation** procedure (as well as the entire chronology of the reporting) may be viewed by clicking on [View History](#).

The data entered may be exported at any time as a list in PDF format under [Data export - Releases / Transfers](#) and [Data export - Details of releases](#).

Reporting year: 2008 The reporting form can be edited up to 01.12.2009

Testfirma21 (3000 Bern)

Step 1 - General information
This information is not mandatory!
[Edit information](#)

Year	2008
Current status	<input checked="" type="checkbox"/> In processing
Production volumes (t)	11
Number of production plants	1
Yearly service hours	3445
Number of workers	20
Remarks by the facility (will be published)	
E-mail text (enter text before sending)	

[Pollutant releases](#)

☒ Data entered

Edit general information - Windows Internet Explorer

http://www.keaneswitzerland.ch/prtr/Companies/QuestionnairesEdit.aspx?R=...

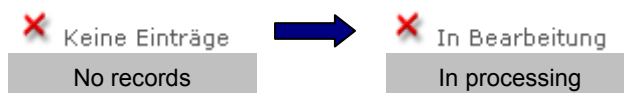
2008 - Testfirma21 (3000 Bern)

Production volumes (t)	11	Number of production plants	1
Yearly service hours	3445	Number of workers	20
<input checked="" type="checkbox"/> Releases and transfers for this facility in this year are below reporting threshold values.			
Remarks			

[Save](#) [Close](#)

Fertig

Save your information before closing the window. The data entry status now changes from **No entries** to **In processing** and the data already entered appear in the main form window:



Caution: If your facility's releases and transfers are below the reportable levels, you can indicate this fact by checking the box **Releases and transfers for this facility in this year are below reporting threshold values**. The form is sent **directly** to the Canton for validation.

7.3 Step 3: Entering Releases and Transfers

After you have entered the general information for the facility, you can fill in the following data entry forms:

- Pollutant releases into the atmosphere, water and soil
- Transfer of waste
- Transfer into wastewater

7.3.1 Pollutant Releases, Transfer into Wastewater

To enter pollutant releases or transfer into wastewater, click on the appropriate button. The following data reporting opens:

Swiss PRTR

Logged in as: Mustermann Max (Testfirma21) | Log Out

Homepage | My profile | Company data | Reporting | Data Export | Language | Help

Here you may report releases to air, water and soil

Testfirma21 - 3000 Bern (BE) - Year 2008

Enter and save any remarks regarding those pollutants. For each pollutant, the releases, the type of data acquisition and measurement or calculation method, should be entered. Remarks and confidentiality requests may be entered under 'Details' (link: [icon] on the right of the screen).

Note: Check from the printout List of Pollutants with threshold Values (Appendix 2 of the PRTR Ordinance), whether the pollutant and waste quantities for this year are below the reporting threshold values. If this is not the case, you may activate the corresponding option in Menu Data Registration - General Information, and submit the form directly to the Canton.

Reporting year: 2008

☒ Display only pollutants reported in preceding year ☐ Display pollutants as list Search text: [input]

No.	Pollutant	Air	Water	Soil
1	Methane (CH4) 74-82-8	60'000 kg Measurement online GC	No reporting required	No reporting required
2	Kohlenmonoxid (CO) 630-08-0	5'000 kg Calculation Aus Monitoring	No reporting required	No reporting required

2 records found | Page 1 of 1

☒ Display only pollutants reported in preceding year ☐ Display pollutants as list Search text: [input]

Confidentiality request acknowledged (Supplementary symbols: Confidentiality accepted by the FOEN / not yet decided / rejected)

Changes compared to previous year (pollutants added or removed)

Extraordinary release registered

Significant changes compared to previous year's quantities

Save Back


Legend

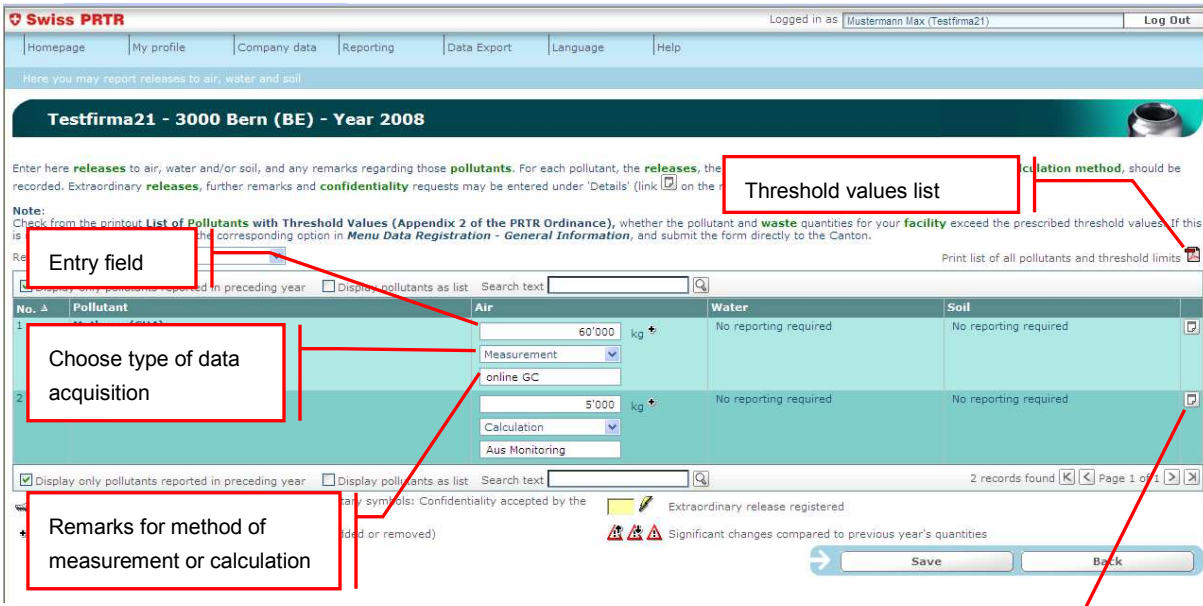
Save data, Back to main form page

The top and bottom half of the pollutant list shows options and the lower portion of the form has a legend that will make data entry easier and clearer.

For each instance of releases and transfers, enter the following:

- Total quantity if it is above threshold level
- Data acquisition method (measurement, calculation or estimate)
- Method used to determine quantities


You can use the details section (**page** symbol  at right margin) to enter further remarks and confidentiality notices.



The screenshot shows the 'Testfirma21 - 3000 Bern (BE) - Year 2008' page. Red boxes and arrows highlight the following elements:

- Entry field:** A text input field for entering pollutant data.
- Choose type of data acquisition:** A dropdown menu with options like 'Measurement', 'online GC', 'Calculation', and 'Aus Monitoring'.
- Remarks for method of measurement or calculation:** A text area for providing details about the data acquisition method.
- Threshold values list:** A table showing threshold values for pollutants in Air, Water, and Soil.
- Details section to enter information on extraordinary releases and confidentiality notices:** A section at the bottom for entering additional information and confidentiality notices.

Options

- To display only pollutants for which releases or transfers were reported in the preceding year, check the box **Display only pollutants reported in preceding year**.
- The option **Display pollutants as list** allows you to array the full list on a single page (with scrolling) instead of having to use the navigation bar for page-by-page viewing.
- To **search** for certain pollutants, type in all or part of the search string and click on the magnifying glass symbol .

Legend

- **Confidentiality notice recorded**
If the corresponding box is checked, a justification for confidentiality and the type of information must be stated. The data will appear with the key symbol.
- **Extraordinary release/transfer recorded**
Releases and transfers due to extraordinary events (extraordinary releases, those due to negligence and other releases stemming for example from maintenance, accident or emergency) are marked with an appropriate symbol.

Estimate

■ **Changes compared to previous year/Significant variation compared to previous year's quantities**

Inputs relating to new reported pollutants or massive changes in quantity (decrease or increase) from the prior year are identified with the appropriate one of the following symbols:



To enter further **details** about a release or about extraordinary releases or transfers into wastewater, click on the symbol next to the pollutant. A pop-up window opens. Type in the detailed information. Give the justification for any confidentiality of information (in the **Justification** window) and specify the **Type of information** (a rough characterisation of release or transfer, e.g. heavy metals, nitrogen compounds).

Release details

Enter details here concerning **releases** and the amount resulting from extraordinary events.

Releases into air 60'000 kg

Releases into wastewater

Releases into soil

Extraordinary release (air) 600 kg

Extraordinary release (wastewater)

Extraordinary release (soil)

Remarks concerning extraordinary transfer or release

You must enter a justification here when you select the **confidentiality** option

Confidential information ☒

Justification

Information type

Save Close

Information from reporting form

Enter quantity released as **extraordinary release** (must be smaller than total release).

Enter **remarks** here.

To declare data confidential, check this box and type in a **Justification** and the **Type of information**.

Now click on **Save**. Your data will be marked by colour shading and symbols in the summary window:

The screenshot shows the Swiss PRTR data entry interface. The top navigation bar includes links for Homepage, My profile, Company data, Reporting, Data Export, Language, and Help. The user is logged in as 'Mustermann Max (Testfirma21)'. The main content area displays a table of pollutant releases for the year 2008. The table has columns for No., Pollutant, Air, Water, and Soil. The first row shows Methane (CH4) with a value of 60'000 kg. The second row shows Kohlenmonoxid (CO) with a value of 5'000 kg. The third row shows Kohlendioxid (CO2) with a value of 0 kg. The table is shaded yellow, indicating extraordinary releases. A lightning bolt symbol is visible in the rightmost column of the first row. Three callout boxes provide explanations:

- Box 1:** The + symbol indicates that this pollutant release is added to those for the prior year.
- Box 2:** The key symbol indicates that confidential data have been entered.
- Box 3:** Yellow shading and the lightning symbol indicate that extraordinary releases have been entered. The number to the right of the value window is the reported quantity of extraordinary releases.

Save the releases reported and click on **Back** to return to the summary.

Note: Once the releases and transfers have been sent for validation, the data including all confidentiality notices entered can be viewed at any time by clicking on **Display confidentiality request** in the data entry screen.

Note: See Section 7.8 Validation of the Confidentiality Notice for further discussion on the treatment of the confidentiality notice by the FOEN.

Note: Umlauts and other accentuated letters that have been copied and pasted in the confidential information will not be correctly displayed. Therefore, the text should be directly entered.

7.3.2 Transfer of Waste

7.3.2.1 General Points


In the main summary, click on the appropriate button to report waste transfers. The following data entry form opens:

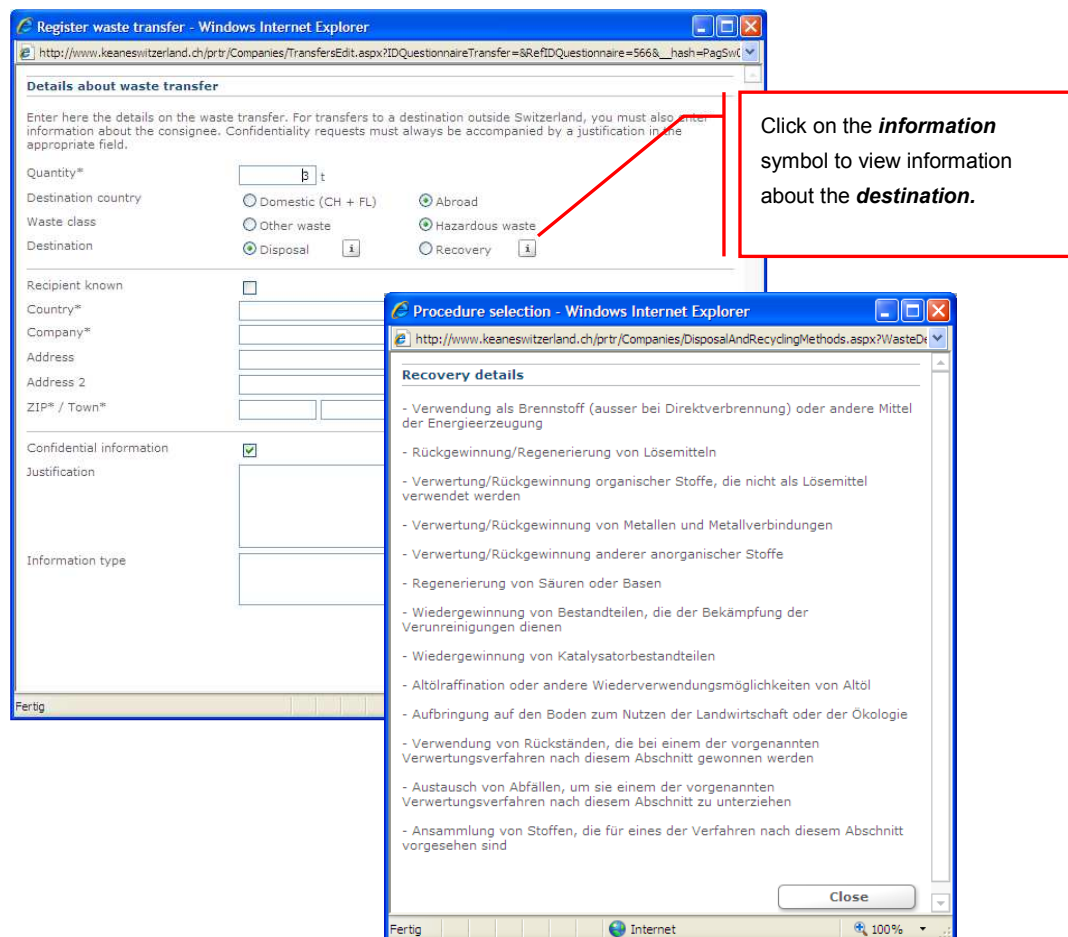
The screenshot shows the 'Swiss PRTR' main summary page for 'Testfirma21 - 3000 Bern (BE) - Year 2008'. The page has a navigation bar with links: Homepage, My profile, Company data, Reporting, and Data Export. A red box points to the 'Reporting' link with the text 'Click here to edit an entry.' Below the navigation bar, there is a section for 'Hazardous waste / special waste' and 'Other waste'. Each section has a table with columns: Country, Recipient, Location (Recipient), Quantity, and Procedure. The 'Hazardous waste' table shows one entry for Switzerland with a quantity of 10 t and a procedure of Disposal. The 'Other waste' table shows one entry for Switzerland with a quantity of 5 t and a procedure of Disposal. A red box points to the 'New entry' button with the text 'Click here to create a new entry.' Another red box points to the 'Legend' section with the text 'Legend'. The legend includes symbols for confidentiality requests and significant changes compared to previous years.

Keep the following points in mind when entering waste transfers:

- Waste transfers are to be reported either as **Hazardous waste** or as **Other wastes**.
- To create a new entry, click on **New entry**. A pop-up data entry window will open. State whether the transfer is within or outside Switzerland, enter the quantity and identify the type of disposal process:

The screenshot shows the 'Register waste transfer' pop-up form. The form has several sections: 'Quantity' (with a text input field), 'Destination country' (with radio buttons for Domestic (CH + FL) and Abroad), 'Waste class' (with radio buttons for Other waste and Hazardous waste), 'Destination' (with radio buttons for Disposal and Recovery), 'Recipient known' (with a checkbox), 'Country*' (with a dropdown menu), 'Company*' (with a text input field), 'Address' (with a text input field), 'Address 2' (with a text input field), 'ZIP* / Town*' (with a text input field), 'Confidential information' (with a checkbox), 'Justification' (with a text area), and 'Information type' (with a dropdown menu). Red boxes with arrows point to specific fields: 'Type in quantity' points to the quantity input field; 'Check this box if information is to be treated as confidential.' points to the 'Confidential information' checkbox; 'Select Destination (Switzerland or other country), Waste category (hazardous or other) and Destination (disposal or reclamation).' points to the 'Destination country', 'Waste class', and 'Destination' radio buttons; and 'You must type in the Justification for seeking confidentiality and the Type of information.' points to the 'Justification' text area.

- If the transfer involves a **hazardous waste** and is **to a destination outside Switzerland**, you must also enter information about the consignee. Once the consignee is in the system, you can check the **Consignee known** box and select the consignee from the menu that appears.
- To view more detailed data on disposal methods, select a procedure type and click on the **information** symbol . A pop-up window opens with a comprehensive listing of information on the selected procedure.



The screenshot shows two overlapping web browser windows. The background window is titled 'Register waste transfer - Windows Internet Explorer' and displays the 'Details about waste transfer' form. The form includes fields for Quantity, Destination country (Domestic or Abroad), Waste class (Other waste or Hazardous waste), Destination (Disposal or Recovery), Recipient known (checkbox), Country, Company, Address, Address 2, ZIP/Town, Confidential information (checkbox), Justification, and Information type. A red arrow points from a text box to the 'Hazardous waste' radio button. The foreground window is titled 'Procedure selection - Windows Internet Explorer' and displays a list of recovery details under the heading 'Recovery details'. The list includes various disposal and recovery methods in German. A 'Close' button is at the bottom right of the pop-up window.

Click on the **information** symbol to view information about the **destination**.

Click on **Save**. The main reporting screen reappears.

Note: Once the releases and transfers have been sent for validation, the data including all confidentiality notices entered can be viewed at any time by clicking on **Display confidentiality request** in the home view of the reporting screen.

Note: See Section 7.8 Validation of the Confidentiality Notice for further discussion on the treatment of the confidentiality notice by the FOEN.

7.3.2.2 Import Transfers of Hazardous Wastes from VeVA-Online

If your transfers of hazardous wastes have already been entered in VeVA-Online, a click on the button **Launch VeVA import** will log you in on VeVA and import the consolidated hazardous waste transfers for the current reporting year.

You must type in your VeVA-Online platform access data in order to import waste transfer data entered there into the SwissPRTR application. Data are treated as **non-confidential** unless explicitly covered by a subsequent confidentiality notice; non-confidential data will be published in accordance with the provisions of the PRTR-V Ordinance.

After you are logged in, the following list of consolidated waste transfers for the facility opens:

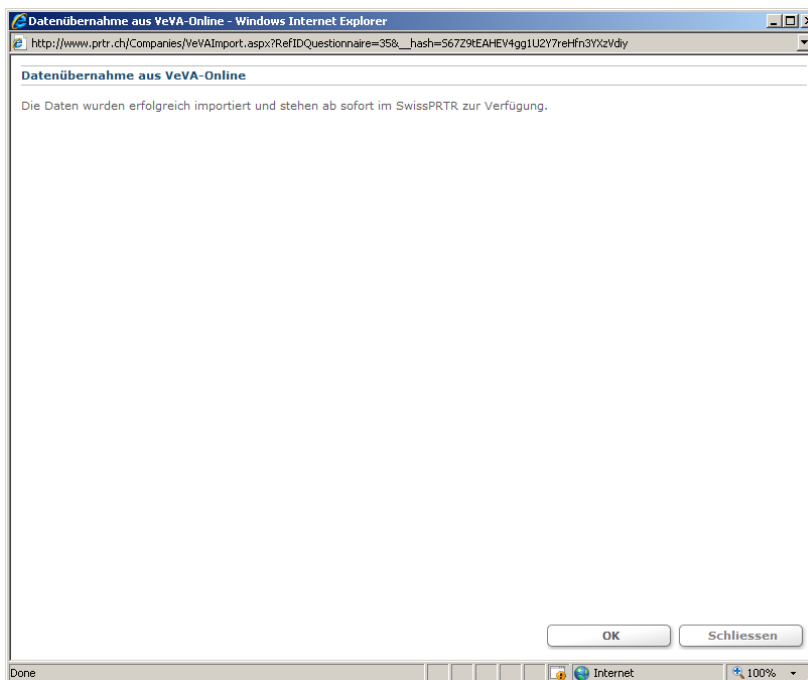
State whether to **append** imported data or **overwrite** existing data.

Land	Empfänger	Ort	Menge	Verfahren
Schweiz	-	-	1.754 t	Beseitigung
Schweiz	-	-	2.071 t	Verwertung
Frankreich	CITRON SA	0 ROGERVILLE	1.308 t	Beseitigung
Deutschland	Balver Chemieservice GmbH	Oberhausen	1.7 t	Verwertung
Liechtenstein	Rollak AG	Vaduz FI	1.776 t	Verwertung
Deutschland	Balver Chemieservice GmbH	Oberhausen	1.05 t	Verwertung
Deutschland	E.ON Kraftwerke GmbH	Zolling	1.653 t	Beseitigung

Land	Empfänger	Ort	Menge	Verfahren
Schweiz	-	-	-	-

The green shaded mask identifies data records already entered or imported into SwissPRTR.

Now you can select whether to append the data from VeVA-Online to the existing PRTR data or replace the existing data with the imported data. Once you click on **OK** to confirm your selection, the data import begins and the following message appears:



The VeVA-Online data are now stored on the PRTR platform and can be edited there, for example by appending a confidentiality notice with **Justification** and **Type of information** (see also Section 7.3.2.1).

Note: Although “other wastes subject to monitoring” are also reported in VeVA-Online, they are not imported into SwissPRTR because the overlap between these and “other wastes” as defined in SwissPRTR is slight.

7.4 Step 4a): Sending Reported Releases for Validation

After filling in the forms with the pertinent data, you can enter a remark that will be published with your data on the SwissPRTR platform. In addition, you can create a message text for the e-mail to the Canton.

Swiss PRTR Logged in as: Mustermann Max (Testfirma21) Log Out

Homepage | My profile | Company data | Reporting | Data Export | Language | Help

Here you may report your releases and transfers.

Reporting of releases and transfers

Please first register the general information for each year, and then fill in the reporting forms. After completing the data input, select the button **Submit for validation**. The status of the **validation** procedure (as well as the entire chronology of the reporting) may be viewed by clicking on **View History**.

The data entered may be exported at any time as a list in PDF format under **Data export - Releases / Transfers** and **Data export - Details of releases**.

Reporting year: 2008 The reporting form can be edited up to 01.12.2009

Testfirma21 (3000 Bern)

Step 1 - General information
This information is not mandatory!
Edit information

Year	2008
Current status	✗ In processing
Production volumes (t)	11
Number of production plants	1
Yearly service hours	3'445
Number of workers	20
Remarks by the facility (will be published)	
E-mail text (enter text before sending)	

Submit for validation

Waste transfer
Data entered
Transfer into wastewater
No data

Now click on **Submit for validation** to transmit the forms to the Canton.

You get an overview page, summarizing the data entered:

Swiss PRTR Logged in as: Muster Franz (test vertraulich) Log Out

Home | My profile | Company data | Reporting | Data Export | Language | System management | Help

Submit registration form for validation

Submit registration form for validation

Step 1: Summary of the registered data

Facility base data

Name	Testbetrieb V	Production volume (t)	
BUR number		Annual hours of operation	
Address	Meilweg 1	Annual hours of operation	
Site	3000 Bern	Number of production plants	
Canton	BE		
Longitude	500000		
Latitude	250000		
Catchment area			

Activities / installations: 4 Chemical industry 4.a Chemical installations for the production on an industrial scale of basic organic chemicals such as 4.a.11 Surface-active agents and surfactants

Other activities / installations: 2451A - Manufacture of soap and detergents, cleaning and polishing preparations

NOGA code: 2451A

Remarks:

Pollutant releases

Pollutant	Air	Water	Soil
Methan (CH4) 74-82-8	60000		
Calculation method	Measurement		
Measuring method	on-line GC		
Kohlenmonoxid (CO) 630-08-0	150000		
Calculation method	Estimate		
Measuring method	Massenbilanz-Emissionsfaktoren		
Kohlendioxid (CO2) 124-38-9	2000000		
Calculation method	Projection		
Measuring method	Massenbilanz		

Transfer in sewage

Pollutant

Hazardous wastes

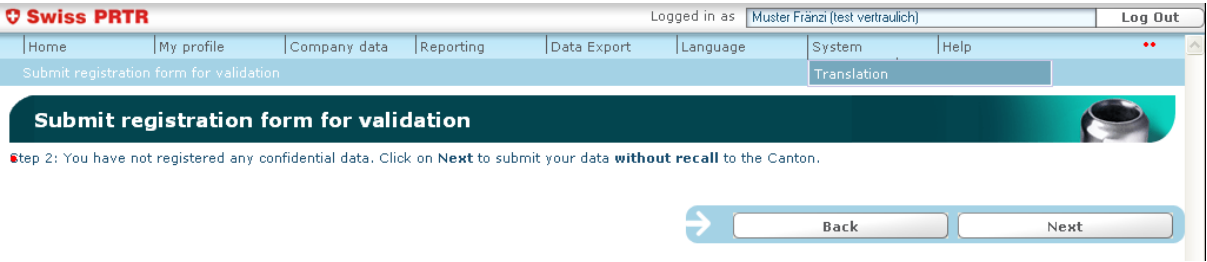
Country	Recipient	Quantity	Comments on the extraordinary releases

Other wastes

Country	Recipient	Site	Quantity	Comments on the extraordinary releases

Print Back Next

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The data entry status changes to **Sent to the Canton**.

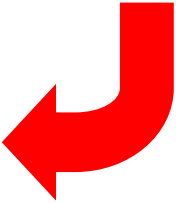


Caution: Please keep in mind that forms cannot be edited after they are sent!

7.5 Step 4b): Registered releases for Validation, Transmission of Confidential Data

If confidential data have been entered, clicking on **Submit for validation** automatically generates a letter that must be printed out, signed and sent to the FOEN. It falls to the Swiss federal government whether to accept such an application for confidentiality. The affected data will, however, be treated as confidential until the final decision is taken.

Step 1 - General information <small>This information is not mandatory!</small>		Step 2 - Fill in reporting form
Edit information		
Year	2008	
Current status	✗ In processing	Pollutant releases
Production volumes (t)	11	✓ Data entered
Number of production plants	1	
Yearly service hours	3'445	Waste transfer
Number of workers	20	✓ Data entered
Remarks by the facility (will be published)		
E-mail text (enter text before sending)		Transfer into wastewater
		✗ No data
Submit for validation		



http://www.keaneswitzerland.ch/prtr/Reports/ReportViewer.aspx?Report=ConfidentialDataRefIDQues - Windo...

http://www.keaneswitzerland.ch/prtr/Reports/ReportViewer.aspx?Report=ConfidentialDataRefIDQues&hash=ik4zQTFQn30QMGGcl3Kdhol

Suchen

81.1%

1 / 3

Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Swiss Pollutant Release and Transfer Register

Releases / transfers

Federal Office for Environment FOEN
Materials, Soil, and Biotechnology Department
SwissPRTR
3003 Bern

Request for confidential treatment of releases and transfers

Operating data	
Name	Testfirma21
BUR number	
Address 1 and 2	Industriestrasse 21
Place	3000 Bern
Canton	BE
Production volumes (t)	11.00
No. of staff	20.00
River catchment area	
Main activity	6 Paper and wood production and processing 6 c Industrial plants for the protection of wood and wood products with chemicals with a production capacity of more than 50 m³ per day
NOGA Code	2010B - Sawmilling and planing of wood; impregnation of wood
Remarks	
Owner	Name Inhabe21

Fertig

Unbekannte Zone

7.6 Step 5: First Validation, by the Canton

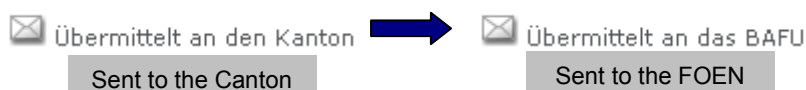
The cantonal official receives a notice by e-mail when the facility has sent data. To view the forms submitted and accept or reject them, he or she can select **Companies / Facilities** from the menu. Clicking on the symbol **Show releases** (page symbol, far right) brings up the reporting form:

The screenshot shows the Swiss PRTR web application interface. At the top, there is a navigation bar with links: Homepage, My profile, Companies / Facilities, Users, Data Export, Language, and Help. The user is logged in as 'Bern Kanton (BE)'. Below the navigation bar, there is a section titled 'Company and facility summary' with a table listing facilities. The table has columns: Canton, Facility, Main activity / main installation, Location, and Status. The status column shows various statuses like 'Sent to the Canton', 'In processing', and 'No records'. A red arrow points to a 'Show releases' icon (a document with a magnifying glass) in the rightmost column of the table.

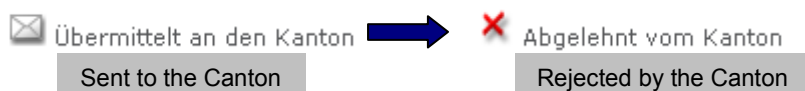
Below the table, there is a section titled 'Reporting of releases and transfers'. It contains a form for reporting releases and transfers. The form has a 'Reporting year' dropdown set to 2008. Below the dropdown, there is a text box for 'E-mail text (enter text before sending)'. To the right of the form, there are buttons for 'View history', 'Step 2 - Fill in reporting form', 'Pollutant releases', 'Waste transfer', 'Data entered', 'Transfer into wastewater', and 'No data'. A red box highlights a warning message: 'If current year figures differ from prior year figures, appropriate symbols appear here.' This message is associated with a warning icon (a triangle with an exclamation mark) in the 'Data entered' section.

Note: For more detail on the factors of comparison, see Section 10.7 Reporting Years / Plausibility.

The data entry status changes again when the forms have been validated by the Canton and thus **sent to the FOEN**:



If, however, the Canton rejects the forms, the facility reporter receives an e-mail and can re-process the data. The data entry status changes accordingly:



The Canton can no longer process the rejected or validated reporting forms. The rejected reporting forms are now available to the facilities for revision, completion, correction and re-transmission to the Canton. The administrator likewise gets an e-mail to this effect.

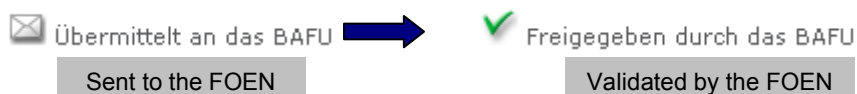
7.7 Step 6: Second Validation, by the Federal Office for Environment

The FOEN must also examine and then validate the forms validated by the cantons. This step takes place under the **Companies / Facilities** menu:

The screenshot shows the Swiss PRTR web application interface. At the top, there's a navigation bar with links like 'Homepage', 'My profile', 'Companies / Facilities', 'Users', 'Base data', 'Data Export', 'Language', 'System management', and 'Help'. Below this, a table titled 'Company and facility status' lists various facilities. A red box highlights a specific facility, @AG_Chemie Chimie, with a text overlay: 'If current year figures differ from prior year figures, appropriate symbols appear here.' To the right of the table, there's a 'Reporting of releases and transfers' form for 'Testfirma11 (3000 Bern)'. The form has two main sections: 'Step 1 - General information' and 'Step 2 - Fill in reporting form'. The 'Step 1' section includes fields for 'Year' (2008), 'Current status' (Sent to the FOEN), 'Production volumes (t)', 'Number of production plants', 'Yearly service hours', and 'Number of workers'. The 'Step 2' section includes checkboxes for 'Pollutant releases', 'Waste transfer', and 'Transfer into wastewater'. At the bottom of the form, there are buttons for 'Back', 'Validate', and 'Refuse'.

Note: For more detail on the factors of comparison, see Section 10.7 Reporting Years / Plausibility.

If the forms are validated by the FOEN, the data entry status changes and the facilities involved receive an e-mail informing them that the process is complete:



If the forms are rejected by the FOEN, however, the status changes as follows:



Sent to the FOEN

Rejected by the FOEN

If the FOEN official has rejected the reporting forms from a facility, the reporter receives an e-mail to that effect and can revise the data.

7.8 Validation of the Confidentiality Notice

Entry of confidential data by a facility makes it necessary for the FOEN to examine the application for confidentiality along with the reporting form.

The following pop-up window opens at a click on **Validate confidentiality**:

The screenshot shows a web browser window with the title 'Swiss PRTR'. The user is logged in as 'Super Administrator (Superadministrator)'. The navigation menu includes: Homepage, My profile, Companies / Facilities, Users, Base data, Data Export, Language, System management, and Help. The main content area is titled 'Validation of confidentiality request' and 'Testfirma9 - 3000 Bern (BE) - Year 2008'. Below the title, there is a message: 'Please validate on this summary page the releases and transfers of the facility which are tagged as confidential. If the FOEN has made no decision (either accepted or rejected), then the confidentiality status is marked as pending. As long as the status has not been processed by the FOEN, then the data remains automatically tagged as confidential.' An 'Attention:' note says: 'Please do not forget to Save your changes.' There are two tabs: 'Validation' (selected) and 'Send feedback by email'. Under the 'Validation' tab, there is a 'GlobalRemarks' field with the text 'Es wurden vertrauliche Daten gemeldet.' Below this is a table with three columns: 'Description', 'Confidentiality justification', and 'Confidentiality validation'. The table contains one row: 'Disposal of 0.555 t hazardous waste outside Switzerland. Recipient: Entsorger (Brügge - Belgium)' with justification 'Vertraulich'. The 'Confidentiality validation' column has a checkbox for 'Confidentiality accepted by FOEN' (checked) and a checkbox for 'Confidentiality rejected by FOEN' (unchecked). There is also a text field for 'Bemerkung zur Vertraulichkeit Abfall.' At the bottom right, there are 'Save' and 'Back' buttons. The footer shows 'Version 1.6.7', 'FOEN - Federal Office for the Environment', and links to 'www.umwelt-schweiz.ch' and 'swissprtr@bafu.admin.ch'.

Description	Confidentiality justification	Confidentiality validation
Disposal of 0.555 t hazardous waste outside Switzerland Recipient: Entsorger (Brügge - Belgium)	Vertraulich	<input checked="" type="checkbox"/> Confidentiality accepted by FOEN <input type="checkbox"/> Confidentiality rejected by FOEN Bemerkung zur Vertraulichkeit Abfall.

The FOEN can **accept** or **reject** the facility's confidentiality application by checking a box. The status of the application is **pending** until action takes place in this respect. A text summarising the confidential data must be typed in the **General Remarks** field, which will be published on the query platform. What is more, opening the **Send feedback by e-mail** tab makes it possible to create and send an e-mail to the facility to this effect.

Note: The confidentiality request can only be approved or rejected by the Super-administrator.

Note: The form cannot be accepted until all applications for confidentiality have been dealt with.

7.9 History Function

The SwissPRTR platform stores all important events and information relating to data entry and documents them in a history that can be viewed by users at the facility and by the Canton and the FOEN. These events are the start of data entry by the facility, dates of transmissions to the cantonal and federal authorities exercising jurisdiction (with remarks and e-mail texts), any application for confidentiality and its validation status, all documents generated, e-mails sent and e-mail attachments.

The history view allows the Canton and the FOEN to append further results, remarks and commentary by clicking on **Add**.

Swiss PRTR History of Testfirma 3 - Windows Internet Explorer

Logged in as [meier michelle (Testfirma3)] Log Out

Homepage My

Here you may report:

Reporting

Please first register the entire chronology of the facility.

The data entered may be viewed by the facility, the Canton and the FOEN.

Reporting year: 2008

Testfirma 3 (3999 Bern)

In this summary page the major events and correspondence will be displayed.

2008 Indicated year

Date	Type
07.05.2009	Accepted by FOEN
<p>From: robot@prtr.ch</p> <p>To: anne-murielle.larger@keane.com;dejan.blazeski@keane.com;karina.urmann@bmgeng.ch;Christi</p> <p>Re: SwissPRTR: Die erfassten Freisetzen wurden vom BAFU akzeptiert (Redirected! Original meier <karina.urmann@test.ch>; , Cc = Kanton Bern <daniel.oehler@bmgeng.ch>; Kanton <kg@be.ch>; Ch Moor <prtr_var2@bafu.admin.ch>;)</p> <p>Sehr geehrte Damen und Herren</p> <p>Das BAFU (Bundesamt für Umwelt) hat die erfassten Freisetzen und Transfers für den Betrieb auf der akzeptiert und freigegeben.</p> <p>Datum und Zeit: 07.05.2009 17:30</p> <p>Betrieb: Testfirma 3 Teststrasse 3a PO Box Betrieb 3999 Bern</p> <p>Benutzer: Urmann Karina (BMG) (karina.urmann@bmgeng.ch)</p> <p>Bemerkungen:</p> <p>Attachments: Erfassungsformular Testfirma 3 - Jahr 2008.pdf</p>	
	Accepted by Canton
<p>From: robot@prtr.ch</p> <p>To: anne-murielle.larger@keane.com;dejan.blazeski@keane.com;karina.urmann@bmgeng.ch;Christi</p> <p>Re: SwissPRTR: Die erfassten Freisetzen wurden vom Kanton akzeptiert (Redirected! Original Meier <giovanna.meier@cantor.ch>; Cinzia Corda Stalder <cc@sidicet.ch>; Catherine F <catherine.fischer@test.ch>; Cinzia Corda Stalder <tes12t.daniel.oehler@bmgeng.ch>; An: <testAndrew@test.ch>; Perter Peterson <peter.peterson@peterson.com>; Christoph Moor <christoph.moor@bafu.admin.ch>; für Umwelt Bundesamt <bafu@prtr.ch>; Karina Urmann <karina.urmann@bmgeng.ch>; , Cc = michelle meier <karina.urmann@test.ch>; Kanton B <daniel.oehler@bmgeng.ch>; Kantonli Geist <kg@be.ch>; Ch Moor <prtr_var2@bafu.admi</p>	

Attachments can be viewed here.

View history

Step 2 - Fill in reporting form

Pollutant releases

✓ Data entered

Waste transfer

✓ Data entered

Transfer into wastewater

✓ Data entered

Version 1.6.8

Fertig

Internet 100%

8 View/Print Reports and Data

The SwissPRTR platform offers you the following standardised data presentations:

- Releases and transfers
- Detail of releases
- Pollutants
- Activities/installations
- Facilities
- General summary
- XML export

To view or print out data, select **DataExport** from the menu.

The screenshot shows the Swiss PRTR web interface. At the top, there is a navigation bar with the following links: Homepage, My profile, Company data, Reporting, Data Export, Language, and Help. The 'Data Export' menu is open, showing a list of options: Releases / Transfers, Details of releases, Pollutants, and Activities / Installations. Below the navigation bar, there is a section titled 'Issue list of releases and transfers (complete)'. This section contains a form with the following fields: Year, Only those forms validated by BAFU (checked), Export format, Facility (Testfirma21 and Testfirma21-a), and No data available for export. A 'Create' button is located at the bottom of the form.

Note: Once the releases and transfers have been sent for validation, the data including all confidentiality notices entered can be viewed at any time by clicking on **Display confidentiality request** in the main reporting screen.

8.1 Releases / Transfers

On selecting **Releases / Transfers** from the menu, you see the following summary broken down by facility:

Swiss PRTR Logged in as M

Homepage | My profile | Company data | Reporting | Data Export

Generate registration forms

Issue list of releases and transfers (completed registration forms)

Here you may issue the records of **releases** and **transfers**

Year:

Only those forms validated by BAFU: ☒

Export format:

Facility: ☐ Testfirma21 ☐ Testfirma21-a

No data available for export

Select the desired year.

Uncheck this box if the data entered have not yet been accepted by the FOEN.

If you have entered multiple facilities, select the desired ones. You cannot select inactive sites or data entry forms not accepted by the FOEN.

A PDF document containing your releases and transfers now opens:

Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Swiss Pollutant Release and Transfer Register

Releases / transfers

Testfirma11 - Year of registration 2008

Operating data	
Name	Testfirma11
BUR number	Operator Heinrich Heine
Address 1 and 2	Modifications made 24.07.2009
Place	Longitude 600000
Canton	latitude 200000
Production volumes (t)	Annual hours of operation
No. of staff	Production installations
River catchment area	
Main activity	5 Waste and wastewater management 5.d Landfills, with exception the landfills for inert waste receiving more than 10 t per day or with a total capacity of more than 25'000 t
NOGA Code	9002A - Collection and treatment of other waste
Remarks	
Owner	Name Testfirma11 Address 1 and 2 Industriestrasse 88 Place 3000 Bern
Remarks	
E-mail text	

Legend

Changes compared to previous year (pollutants added or removed)

Significant changes compared to previous year's quantities

8.2 Details of Releases

You can have the reported releases for all your facility sites aggregated:

Swiss PRTR Logged in as M

Homepage | My profile | Company data | Reporting | Data Export | Language | Help

Here you may export data for statistical purposes.

Issue detailed list of all registered releases

Please select the desired **pollutants** and the calculation you wish to apply, then the button

Year: 2007

Only those forms validated by BAFU: ☐

Export format: PDF file

Type of registration forms: Releases

Calculation: Total

Facility: ☒ @AG_Papier
☐ AG_Papier 2
☐ AG_Papier 3

Pollutants: ☒ All

Create

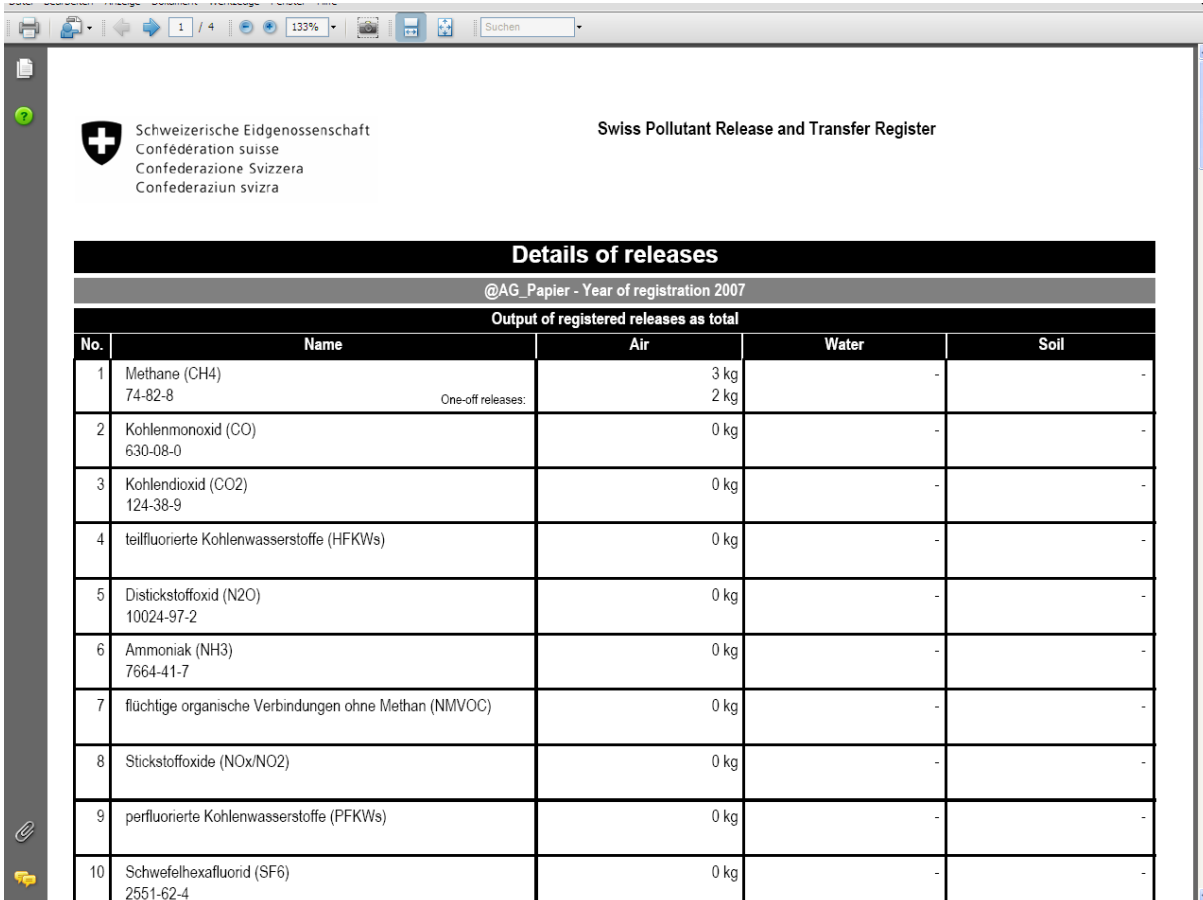
Uncheck this box if the data entered have not yet been accepted by the FOEN.

Select the desired method of calculation.

You can select the following calculation options:

- Sum
- Average
- Standard deviation

The data format looks as follows:



Swiss Pollutant Release and Transfer Register

Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Details of releases

@AG_Papier - Year of registration 2007

Output of registered releases as total

No.	Name	Air	Water	Soil
1	Methane (CH ₄) 74-82-8 <small>One-off releases:</small>	3 kg 2 kg	-	-
2	Kohlenmonoxid (CO) 630-08-0	0 kg	-	-
3	Kohlendioxid (CO ₂) 124-38-9	0 kg	-	-
4	teilfluorierte Kohlenwasserstoffe (HFKWs)	0 kg	-	-
5	Distickstoffoxid (N ₂ O) 10024-97-2	0 kg	-	-
6	Ammoniak (NH ₃) 7664-41-7	0 kg	-	-
7	flüchtige organische Verbindungen ohne Methan (NMVOC)	0 kg	-	-
8	Stickstoffoxide (NO _x /NO ₂)	0 kg	-	-
9	perfluorierte Kohlenwasserstoffe (PFKWs)	0 kg	-	-
10	Schwefelhexafluorid (SF ₆) 2551-62-4	0 kg	-	-

8.3 Pollutants

The formatted list shows all reportable pollutants with their threshold values:

Pollutants[1].pdf - Adobe Reader

Datei Bearbeiten Anzeigen Dokument Werkzeuge Fenster Hilfe

1 / 4 94.4% Suchen

Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Swiss Pollutant Release and Transfer Register

Pollutants						
No.	CAS no.	Name	Unit	Air	Water	Soil
1	74-82-8	Methane (CH ₄)	kg	100'000.000	-	-
2	630-08-0	Kohlenmonoxid (CO)	kg	500'000.000	-	-
3	124-38-9	Kohlendioxid (CO ₂)	kg	100'000'000.000	-	-
4		teilfluorierte Kohlenwasserstoffe (HFKWs)	kg	100.000	-	-
5	10024-97-2	Distickstoffdioxid (N ₂ O)	kg	10'000.000	-	-
6	7664-41-7	Ammoniak (NH ₃)	kg	10'000.000	-	-
7		flüchtige organische Verbindungen ohne Methan (NMVOC)	kg	100'000.000	-	-
8		Stickstoffoxide (NOx/NO ₂)	kg	100'000.000	-	-
9		perfluorierte Kohlenwasserstoffe (PFKWs)	kg	100.000	-	-
10	2551-82-4	Schwefelhexafluorid (SF ₆)	kg	50.000	-	-
11		Schwefeloxide (SOx/SO ₂)	kg	150'000.000	-	-
12		Gesamtstickstoff	kg	-	50'000.000	50'000.000
13		Gesamtposphor	kg	-	5'000.000	5'000.000
14		teilhalogenierte Fluorchlorkohlenwasserstoffe (HFKW/Fluoralkyle)	kg	1.000	-	-
15		Fluorchlorkohlenwasserstoffe (FCKWs)	kg	1.000	-	-
16		Halone	kg	1.000	-	-
17	7440-38-2	Arsen und Verbindungen (als As)	kg	20.000	5.000	5.000
18	7440-43-9	Cadmium und Verbindungen (als Cd)	kg	10.000	5.000	5.000
19	7440-47-3	Chrom und Verbindungen (als Cr)	kg	100.000	50.000	50.000
20	7440-50-8	Kupfer und Verbindungen (als Cu)	kg	100.000	50.000	50.000
21	7439-97-6	Quecksilber und Verbindungen (als Hg)	kg	10.000	1.000	1.000
22	7440-02-0	Nickel und Verbindungen (als Ni)	kg	50.000	20.000	20.000
23	7439-92-1	Blei und Verbindungen	kg	200.000	20.000	20.000
24	7440-66-6	Zink und Verbindungen (als Zn)	kg	200.000	100.000	100.000
25	15972-60-8	Alachlor	kg	-	1.000	1.000
26	309-00-2	Aldrin	kg	1.000	1.000	1.000

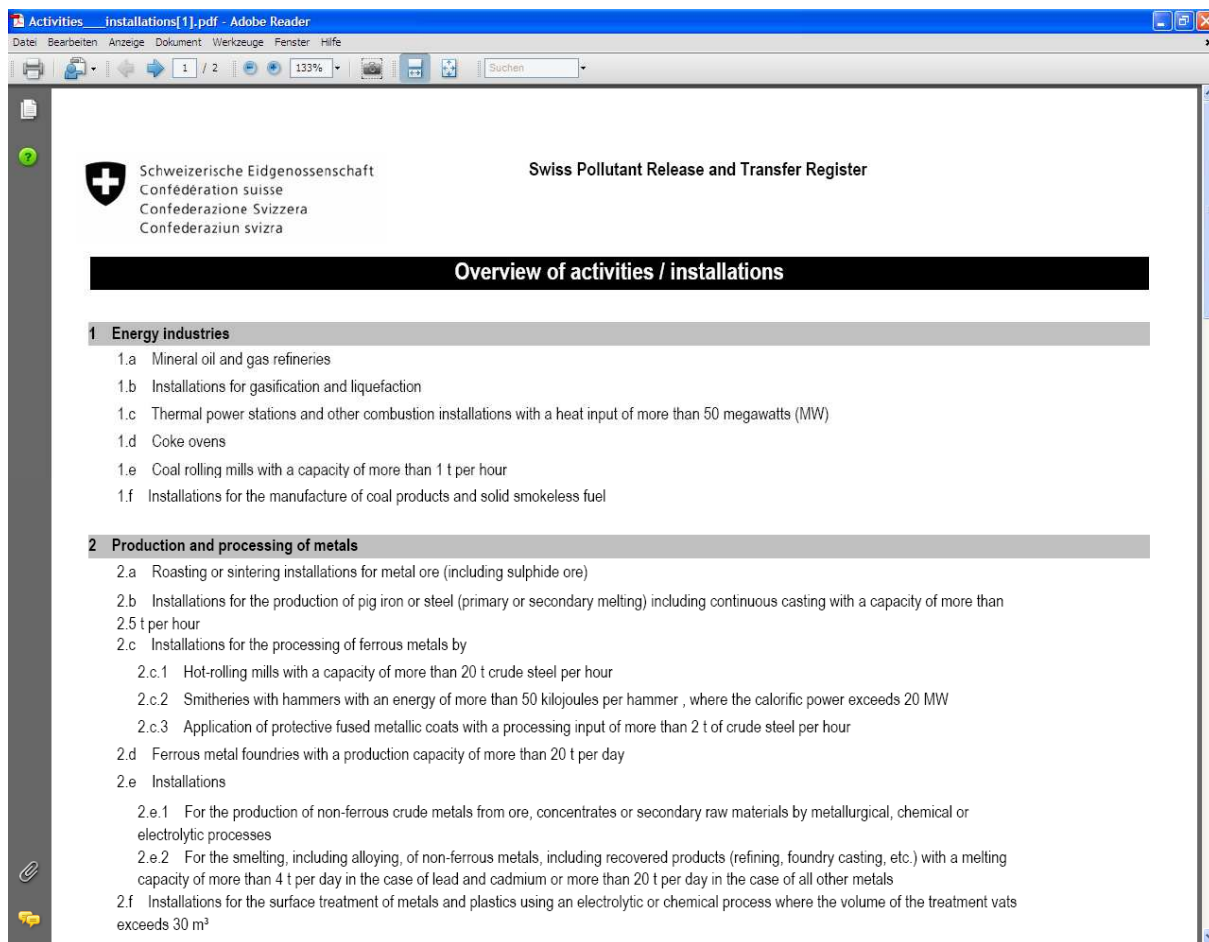
a - Individual pollutants shall be reported when the threshold value for BTEX (the total of the individual parameters benzene, toluene, ethylbenzene, xylene) is exceeded.
b - Polycyclic aromatic hydrocarbons (PAHs) shall be measured as benzo(a)pyrene (50-32-8), benzo(b)fluoranthene (205-99-2), benzo(k)fluoranthene (207-08-9), indeno(1,2,3-cd)pyrene (183-39-5).

22.12.2009

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8.4 Activities / Installations

Here you can display a list of activities and installations:



8.5 Summary of Facilities

Under this option, users at the cantonal and federal levels can display a list showing all facilities for which data have been entered into the platform in the selected year:

Facilities[1].pdf - Adobe Reader

Datei Bearbeiten Anzeige Dokument Werkzeuge Fenster Hilfe

1 / 36 94.4% Suchen

Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Swiss Pollutant Release and Transfer Register

Facility overview
Argovia - Year of registration 2008

BUR no.	Canton	Facility name	Address	Supplementary Address	ZIP	Place	Main activity	Catchment area
	AG	@AG_KVA UIOM	Abfallstrasse 11		0000	Village	5 Waste and wastewater management 5.b Installations for the incineration of municipal waste with a capacity of more than 3 t per hour	
	AG	KVA UIOM	Abfallstrasse 11		0000	Village	5 Waste and wastewater management 5.b Installations for the incineration of municipal waste with a capacity of more than 3 t per hour	
	AG	Crank West	Am Fühlibacher Wägli		2345	Gibtesnicht	1 Energy industries 1.e Coal rolling mills with a capacity of more than 1 t per hour	Diveria
	AG	b	b		b	b	1 Energy industries 1.c Thermal power stations and other combustion installations with a heat input of more than 50 megawatts (MW)	
	AG	Druck-Tochter AG	Beispielstrasse		5000	Aarau		
	AG	Fast AG	Eine Strasse		3500	Bern		
	AG	@AG_Textil-Textile	Fadengasse 3		0000	Bieng	9 Other industrial activities 9.a Plants for the pre-treatment (such as washing, bleaching, or mercerisation) or dyeing of fibres or textiles with a treatment capacity of more than 10 t per day	
	AG	Textil-Textile	Fadengasse 3		0000	Bieng	9 Other industrial activities 9.a Plants for the pre-treatment (such as washing, bleaching, or mercerisation) or dyeing of fibres or textiles with a treatment capacity of more than 10 t per day	
	AG	fdsafds	fdsafdsfd		fdsa	dstafds		
	AG	Ländle Rauchwurstwaren GmbH	Fürschletum 12		9999	Vaduz		

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8.6 General Summary

At the cantonal and federal levels, an Excel file can be displayed showing the data entry status by year for all facilities. Using this tabular, **editable** summary, federal and cantonal officials can make enquiries of certain facilities, for example to request the reporting of outstanding releases. For each facility this summary shows the identification code, the name of the administrator, the parent activity of the facility and the corresponding NOGA code.

8.7 XML Export

The Federal Office for the Environment FOEN can generate an XML file showing all release and transfer data for Switzerland.

Select the desired year and click on **Create** to generate the XML file containing release and transfer data for Switzerland:



9 User Account Administration

This overview enables the FOEN to open and administer user accounts for all user types (federal, cantonal, facility):

The screenshot displays the 'Benutzerverwaltung' (User Management) interface. The table below represents the data shown in the interface:

Kanton	Login-Name	Name	Sprache	Benutzertyp	Letzte Anmeldung	Erstellungsdatum
AG	AG_Druck	Blanc Bernard	Deutsch	Betrieb	27.05.2008	23.05.2008
AG	AG_Druckerei Imprimerie	Blanc Bernard	Deutsch	Betrieb	25.04.2008	25.04.2008
AG	AG_KVA UIOM	Mueller Marianne	Deutsch	Betrieb	29.04.2008	24.04.2008
AG	AG_Papier	Mader Patrick	Deutsch	Betrieb	16.06.2008	25.04.2008
AG	AG_Papier B	Peter Muelser	Deutsch	Betrieb		16.06.2008
AG	AG_Textil-Textile	Weber Franz	Deutsch	Betrieb	25.04.2008	25.04.2008
AI	AI_Chemie Chimie	Berger Barbara	Deutsch	Betrieb	27.05.2008	25.04.2008
AI	AI_Druck	Blanc Bernard	Deutsch	Betrieb	27.05.2008	23.05.2008
AI	AI_Druckerei Imprimerie	Blanc Bernard	Deutsch	Betrieb	25.04.2008	25.04.2008
AI	AI_KVA UIOM	Mueller Marianne	Deutsch	Betrieb	25.04.2008	25.04.2008
AI	AI_Papier	Mader Patrick	Deutsch	Betrieb	29.05.2008	25.04.2008
AI	AI_Textil-Textile	Weber Franz	Deutsch	Betrieb	25.04.2008	25.04.2008
AR	AR_Chemie Chimie	Berger Barbara	Deutsch	Betrieb	27.05.2008	25.04.2008
AR	AR_Druck	Blanc Bernard	Deutsch	Betrieb	27.05.2008	23.05.2008
AR	AR_Druckerei Imprimerie	Blanc Bernard	Deutsch	Betrieb	25.04.2008	25.04.2008

At the bottom of the table, there is a 'Neuer Eintrag' button and a status bar indicating '281 Einträge' and 'Seite 4 von 19'.

Authorised persons may create new user accounts with the **New Entry** button, the role of which is exclusively at cantonal or federal level (users or facilities can register themselves on the platform). Enter the required information and **Save**. The new user will receive an email with the information necessary for confirming the registration.

All requests for accounts originating from facilities can also be handled here:

- Check the box **Show only users without authentication letter** to display those facilities that have requested access to the SwissPRTR platform.
- Click on the active printer symbol to print out the letter with authentication data for the facility.
- You can now check the contact data supplied by the user and, if appropriate, print and send the letter generated.

10 Base Data

10.1 Activities / Installations

This overview contains the activities and installations that must be selected by facility-level users in order to enter information about their facilities and sites. You can also associate NOGA codes with all activities. To do this, click on the path symbol. A pop-up window now appears, showing NOGA codes for selection:

Click here to open the pop-up window showing all available NOGA codes.

Use these arrow buttons to change the display order of an activity.

Check a box to associate the NOGA code with the activity.

NOGA-Code - Windows Internet Explorer
 http://www.prtr.ch/BaseData/NogaCodesSelect.aspx?IDActivity=10

Suchtext:

Gewählte Codes: 2320A, 4021A, 0000A

NOGA-Code	NACE-Code	Bezeichnung
<input checked="" type="checkbox"/> 0000A	0000	Andere Branchen
<input type="checkbox"/> 0123A	123	Haltung von Schweinen
<input type="checkbox"/> 0124A	124	Haltung von Geflügel
<input type="checkbox"/> 0502A	502	Fischzucht
<input type="checkbox"/> 1010A	1010	Steinkohlenbergbau und -briketherstellung
<input type="checkbox"/> 1020A	1020	Braunkohlenbergbau und -briketherstellung
<input type="checkbox"/> 1030A	1030	Torfgewinnung und -briketherstellung
<input type="checkbox"/> 1110A	1110	Gewinnung von Erdöl und Erdgas
<input type="checkbox"/> 1310A	1310	Eisenerzbergbau

220 Einträge | Seite 1 von 25

Schliessen

Main Page Table:

Wirtschaftszweige	Nb	NogaCode			
0					
3					
4					
2					
1					
2					
4					
0					
0					
0					
0					
0					
0					
0					
0					

15 Einträge | Seite 1 von 1

By clicking on the appropriate symbol, you can **edit** existing entries, **move** them up or down in the list and create new entries.

New Entry

To include a new activity, click on **New entry** and type in the information requested (in four languages). Select the level in the hierarchy where the new entry is to be assigned, and save your entry.

Caution: Basic activity information is loaded into the form as soon as a user creates or processes a facility or site. This information cannot be deleted from the overview. Please check the data in your new entry before saving it.

10.2 Pollutants

This overview includes all pollutants entered in the system along with their detailed information. From the overview you can **edit** or **delete** existing entries if they have not already been used for a facility entry. You can also create new entries.

New Entry

Type in the required data and enter the descriptive name in the four system languages.

Caution: Base pollutant data are loaded into the new data entry form as soon as a facility opens it. This information can no longer be deleted from the overview. Please check new pollutant data carefully before saving.

10.3 NOGA Codes

This overview is used for administering the NOGA codes. You can **edit** or **delete** existing entries in the overview if they have not already been used for a facility entry. You can also create new entries. To assign NOGA codes to activities, go to **Base data - Activities / Installations** menu.

New Entry

Type in the required data and enter the descriptive name in the four system languages.

Caution: Once a NOGA code has been selected by a facility, can no longer be deleted. Please check new pollutant data carefully before saving.

10.4 Countries

This overview lists all countries included in the system. You can edit or delete country entries provided they have not yet been used by a data entry form, and you can also create new entries.

10.5 Documents

This overview contains all documents accessible to all users through the **Documentation** button on the homepage. From here you can **edit** or **delete** information on existing documents, and you can upload newer versions of documents.

New Entry

To add a new document or replace an existing one with a new version, type in the requested information in the pop-up window. Click on **Browse** to select the document for uploading. Then **Save** your information.

10.6 News

By clicking on **News** on the homepage, users can view current information (during the indicated time period). In the summary you can **edit** or **delete** existing items and create new ones.

New Entry

To enter a new item or edit an existing one, input the dates when it is to be available along with the title in four languages and the content. Use the Word bar to format your text. Finally, **Save** your News item.

10.7 Reporting Years / Plausibility

This overview displays the years opened on the SwissPRTR platform for data reporting by facilities. Here the system collects all information entered on the reporting forms by the facilities as well as the number of forms already validated by the FOEN. Please note that there can be at most one active year. The active year is displayed in bold numerals.

10.7.1 Open New Year

A click on **New entry** opens a pop-up window in which the parameters for the new reporting year is defined. The administrator can define various parameters for plausibility checking. These will be used for displaying discrepancies in the data entry forms of the facilities. The parameters enable all users to identify serious discrepancies in the data entered, because a symbol is automatically displayed to mark data exceeding a defined threshold.

10.7.2 Start of Reporting Period for Facilities

The new reporting year is "open" from this date on.

10.7.3 End of Reporting Period for Facilities

Facilities cannot enter new releases and transfers on or after this date. Forms already entered remain editable along with data whose status is "in processing."

10.7.4 End of Validation Period for Cantons and the FOEN

The date in the field **End of validation period** (i.e. for Cantons and the FOEN) has at present only informative value. Form validation is still possible after this date.

10.7.5 Block Reporting Year

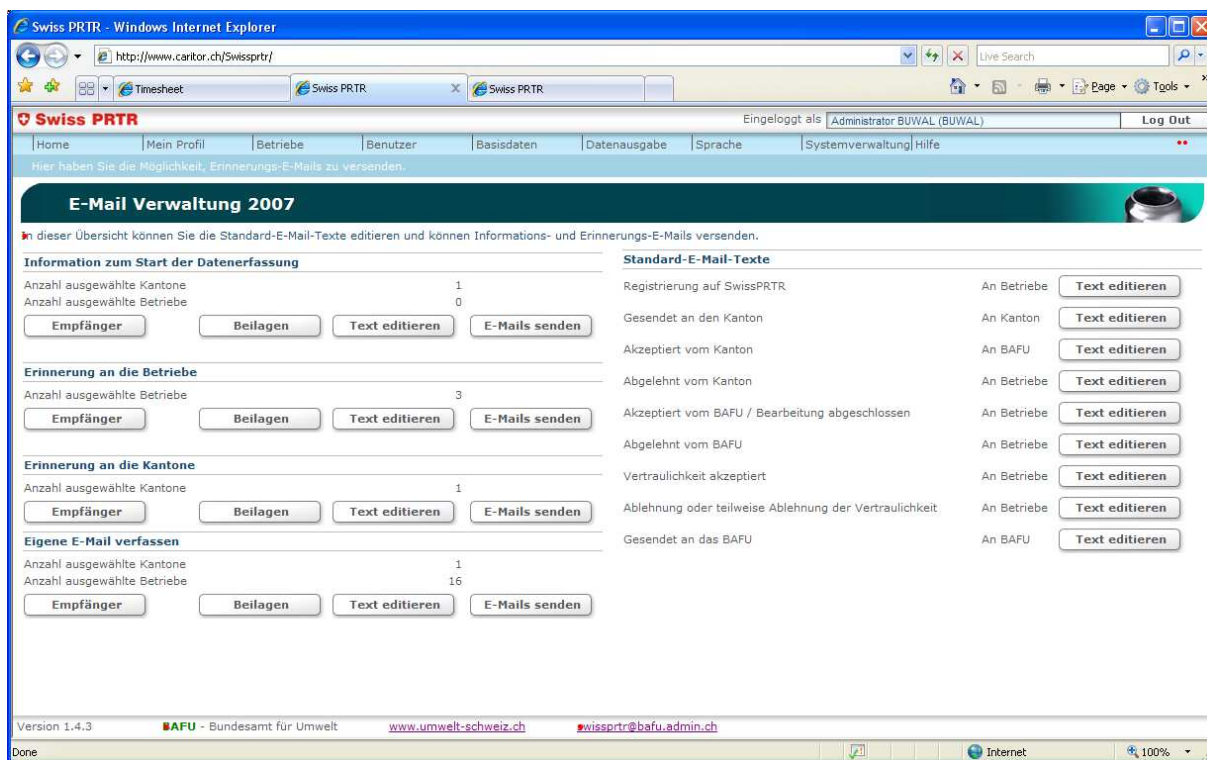
With this function the reporting year can be blocked for processing or temporarily blocked for modifications as necessary. Data entry forms that are still in processing even though the year is already closed can still be edited by administrators.

10.7.6 Factors of Comparison for Plausibility Checking

Entering these factors generates a comparison and analysis of reported release and transfer quantity data with those from the preceding year. Deviations from the prior year values are indicated by appropriate symbols in the data entry forms of the facilities. These facilitate validation by the Canton or the FOEN. No plausibility check is performed if the factors list is empty.

10.8 E-Mail Administration

Standard texts for mailings as well as individual e-mails to facilities and cantons are created and edited here.



One side of this overview shows texts for notification and reminder mailings that can be sent to all pertinent facilities and cantons. Clicking on **Send emails** causes a mass mailing to go out to the recipients in question (the facilities or cantons checked under **Recipients**).

The **Standard email texts** panel allows you to create texts for e-mails sent to facilities, cantons or the FOEN at designated times.

10.9 Glossary

This menu item allows the administrator to maintain a glossary that lists and defines all PRTR keywords. These glossary entries can be **edited** and deleted. The system automatically searches the explanatory texts of the platform for keywords included in the various descriptive texts. All words matching the keyword entered are automatically linked to their definitions.

Please note that the spelling of keywords must exactly match the spelling seen on the platform. In other words, conjugated, declined and combined forms must be considered. If the spelling does not match exactly, but a link to the glossary entry should nevertheless be created, a hyperlink can be manually inserted. Some examples of glossary entries:

- **Installation** and **installations** would link to **installation**, but **reinstallation** would not.
- **Facility** would link to **facility**, but **facilities** would not.

11 System Administration

11.1 Event Log

Under **System Management – Event Log** a log of all important events occurring on the platform can be displayed, i.e. changes of user data, logins, login errors. The event log entry categories can be exported as an Excel files.

12 Frequent Mistakes

This trouble-shooting table describes some possible mistakes and how to remedy them:

Problem	Cause	Action
Login does not work	When you created a new login (user account), an e-mail was sent to the address you entered. The message contained an activation link for your account.	Activate your account by opening the confirmation e-mail and clicking the link.
The <i>Reporting</i> menu does not appear	The <i>Reporting</i> menu is available only if you have logged in on the platform.	Log in using your user name and password. If you do not yet have a user name, select the menu item <i>Login</i> and create a new user account.
I forgot my password	—	Click on the <i>Forgotten your password?</i> button. On the page that appears enter your login or email address. Then enter the code which appears in the image below in the corresponding field and confirm your request by clicking <i>Next</i> . You will then receive an email in reply, which will guide you to completing the procedure for changing your password.
I expected to receive the password by e-mail	Access data was sent by registered mail for security reasons.	Log in with the password provided in the registered letter.
The initial password entered does not work	There may be confusion between ! (Iguana) and ! (lime)(normally indicated by the FOEN).	Enter the correct letters / numbers.
The change password request appears unexpectedly	The initial password must be changed the first time you login. Every password must be changed after one year.	Change to a new password.
I cannot login after participating in a course	Access data or address of the platform used is the one from the course.	Use the access data of the facility for the reporting platform.
Link to change password is invalid or obsolete	Incomplete link, technical problems with the browser.	Repeat the process and copy the entire link (not just the first line!) and insert it; or try a different browser. The link may only be clicked once. Do not click on it just to test it!

I did not receive the link to change my password	Link may have been sent to an old e-mail address.	Contact the FOEN (swissprtr@bafu.admin.ch) to get your e-mail contact address changed.
“Forgot password”: no code appears in the window, only a question mark	Cause is still unknown.	Try again using the correct login name on a different PC (or even a different browser).
My password was unexpectedly reset with the message that the wrong password had been entered multiple times	Browser with password saver;	Deactivate the function, or use a different browser or PC.
I did not receive the e-mail	It may have been filtered out by the spam filter.	Check the spam filter and make sure robot e-mails are allowed.
Pop-up windows do not appear	Pop-ups must be enabled (pop-up blocking turned off) so that all functions of the SwissPRTR platform can be used.	Enable pop-ups for the PRTR platform. See page 5 of this document for instructions.
I cannot edit base data for a facility	Only the administrators of a facility can edit its base data. If you are listed as an operator, you can enter only releases and transfers.	If you need administrator access privileges for your facility, apply to the administrator of your facility (the person who set up your user account) for a change in your access privileges. Or: Wrong reporting year selected.
I cannot enter releases and transfers	Releases and transfers cannot be entered until you have entered the base data for the facility (menu item Company data) and general information (menu item Reporting). Principal activity and NOGA Code must be re-entered every year.	Enter the information required. Or: wrong reporting year selected.

Problem	Cause	Action
I cannot add an existing user to the facility	<p>The PRTR platform employs the following strategy:</p> <ul style="list-style-type: none"> — A user creates a new user account — This user creates a parent facility and is simultaneously administrator — This user can register further subsidiary facilities — The administrator can add further users by creating user accounts for them — The administrator cannot associate users with his facility who registered themselves on SWISSPRTR independently 	As administrator, create user accounts for other staff.
The connection to the platform has been interrupted and the login page is displayed.	If no inputs are made for 20 minutes the access to the platform will be automatically interrupted for security reasons (Session Timeout).	You need to log in again to continue working.
Releases cannot be validated at FOEN level.	A form can only be released when all confidentiality requests have been processed.	Please contact the Super-administrator, so that these confidentiality requests can be processed and the forms released for validation.